

Follow-Up on Agreed Payment Terms

Dear [Partner's Name],

I hope this message finds you well. I am writing to follow up on our recent discussion regarding the payment terms for our partnership. As agreed upon during our meeting on [date], we had settled on the following terms:

- Payment Amount: [amount]
- Due Date: [due date]
- Payment Method: [method]

Please confirm if these details are still accurate, or if there have been any changes that we should be aware of. Timely communication on this matter is crucial to ensure a smooth continuation of our partnership.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]