

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the payment terms associated with our potential business partnership. Understanding these terms will help us to align our financial processes and ensure a smooth collaboration.

Could you please provide detailed information regarding the following:

- Payment methods accepted
- Net payment terms (e.g., Net 30, Net 60)
- Any early payment discounts available
- Late payment penalties, if applicable

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]