

# Invoice Payment Terms Confirmation

Dear [Recipient's Name],

We are writing to confirm the agreed payment terms for Invoice #[Invoice Number], issued on [Invoice Date]. The details are as follows:

- **Invoice Amount:** \$[Amount]
- **Payment Due Date:** [Due Date]
- **Payment Method:** [Payment Method]

Please do not hesitate to reach out if you have any questions or require further clarification regarding the payment terms.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]