

# Payment Terms Proposal

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

We appreciate your partnership and are pleased to present our proposed payment terms for invoicing.

## Proposed Payment Terms

- Invoice Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]
- Late Payment Fee: [Insert Late Fee Details]
- Discount for Early Payment: [Insert Discount Details]

We believe these terms will benefit both our organizations and ensure a smooth transaction process. Please review and let us know if you have any questions or if adjustments are necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]