

Invoice Payment Terms Revision

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a revision to our invoice payment terms effective [Effective Date].

The new payment terms are as follows:

- Payment Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Methods]
- Late Payment Fee: [Insert Details]

We believe that these revised terms will enhance our mutual understanding and facilitate smoother transactions. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]