

Updated Terms for Invoice Payment Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of updates to our Invoice Payment Agreement that will take effect on [effective date].

Updated Terms

- Payment Due Date: [New Due Date]
- Late Payment Fee: [Specify Fee]
- Payment Methods Accepted: [List Methods]
- Discounts for Early Payment: [Specify Details]

These changes have been made to improve our billing process and enhance your experience as our valued client. We appreciate your understanding and cooperation.

If you have any questions or concerns regarding these updates, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]