

# Invoice Payment Guidelines Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update to our invoice payment guidelines that will take effect on [Effective Date]. Please review the changes outlined below:

## Updated Payment Guidelines:

- Invoices should be paid within 30 days from the date of issue.
- Payments can be made via bank transfer, credit card, or PayPal.
- Please reference the invoice number when making a payment.
- Late payments may incur a fee of [Late Fee Amount].

If you have any questions regarding these changes, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter and for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]