

Dear [Client's Name],

We hope this message finds you well. We are reaching out to inform you of a change in our payment terms for invoices effective [Effective Date].

Going forward, the new payment terms will be as follows:

- Invoices are due within [New Number of Days] days from the date of issuance.
- Any late payments will incur a fee of [Late Fee] after the grace period.

We believe this change will help streamline our billing process and enhance our service quality. If you have any questions or concerns regarding this update, please do not hesitate to reach out.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]