

# Important Update to Payment Terms

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important update to our payment terms that will take effect on [Effective Date].

Due to [Brief Reason for Change], we have revised our payment terms as follows:

- New Payment Due Date: [New Due Date]
- Early Payment Discount: [Details of Discount]
- Late Payment Penalties: [Details of Penalties]

We believe these changes will help streamline our processes and improve our service to you. Please feel free to reach out if you have any questions or concerns regarding these updates.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]