

Invoice Payment Terms Revision Notification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of revisions to our invoice payment terms that will take effect starting [Effective Date].

The updated payment terms are as follows:

- Payment due within [Number] days of invoice receipt.
- Late payments will incur a fee of [Late Fee Percentage or Amount].
- Payments can be made via [Payment Methods].

We appreciate your understanding and cooperation regarding these changes. If you have any questions or require further clarification, please feel free to reach out to us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]