

Dear [Customer's Name],

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

To streamline our billing process and ensure timely payments, we have implemented the following changes:

- All invoices are due within [Number] days of receipt.
- Late payments will incur a fee of [Amount/Percentage].
- We now offer several payment methods, including [List Payment Methods].

We appreciate your understanding and cooperation as we make these updates. Should you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]