

Updated Payment Conditions Notice

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update to our payment conditions regarding invoices.

Effective [Insert Effective Date], the payment terms will be updated as follows:

- Invoices will be due within [Insert New Payment Period] days from the date of issue.
- Any payments received after the due date will incur a late fee of [Insert Late Fee Percentage] %.
- [Insert Any Additional Payment Conditions or Changes]

We appreciate your understanding and cooperation with these new terms. If you have any questions or concerns regarding this change, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]