

Introducing New Invoice Payment Terms

Dear [Client Name],

We hope this message finds you well. We want to take a moment to inform you of our updated invoice payment terms that will be effective starting [Effective Date].

Our new payment terms are as follows:

- Invoices are due within [X] days of receipt.
- Late payments will incur a fee of [X]% after [X] days past due.
- [Optional: Early payment discounts or other incentives]

We believe that these changes will help streamline our billing process and enhance our services to you. If you have any questions or concerns regarding these new terms, please do not hesitate to reach out.

Thank you for your continued support.

Best Regards,

[Your Name]

[Your Company Name]

[Your Contact Information]