

Notification of Restructured Invoice Payment Terms

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that we have restructured our invoice payment terms to better accommodate our valued clients.

Effective from [Effective Date], the new payment terms are as follows:

- Net 30 days from the date of invoice.
- 2% discount for payments made within 10 days.
- Late payments will incur a fee of 1.5% per month.

If 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]

[Contact Information]