

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the payment terms outlined in invoice [Invoice Number], dated [Invoice Date]. As we are in the process of reviewing our foreign payment procedures, it would be helpful to understand the specific terms associated with this invoice.

Could you please provide detailed information on the following:

- The accepted payment methods for foreign transactions.
- Any associated fees, currency conversion rates, or timelines for payment processing.
- Is there a specific format or documentation required for international payments?

Your prompt response will be greatly appreciated as it will assist us in ensuring timely payment and adherence to your terms.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]