

Dear [Supplier's Name],

We hope this message finds you well. This letter serves to provide you with guidance on processing multi-currency payments for your invoices.

Payment Currency Options

As a valued supplier, we offer the following currency options for your payments:

- USD - US Dollar
- EUR - Euro
- GBP - British Pound
- JPY - Japanese Yen

Invoicing Requirements

Please ensure that your invoices include the following information:

- The total amount due in the selected currency
- The currency exchange rate applied (if applicable)
- Your bank account details for payment transfer

Conversion Fees

Be aware that any currency conversion fees will be deducted from the total payment amount.

Contact Information

If you have any questions or require further assistance, please do not hesitate to contact us at:

Email: support@[yourcompany].com

Phone: [Your Phone Number]

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]