

Service Invoice Terms Clarification

Date: [Insert Date]

To: [Client's Name]

From: [Your Company's Name]

Subject: Clarification of Service Invoice Terms

Dear [Client's Name],

We hope this message finds you well. We would like to take this opportunity to clarify the terms regarding our recent service invoice [Invoice Number].

Payment Terms:

- Invoice Amount: [Insert Amount]
- Due Date: [Insert Due Date]
- Accepted Payment Methods: [List Payment Methods]

Late Payment Policy:

Please be advised that late payments may incur a fee of [Insert Late Fee Details].

Service Description:

The services rendered include [Brief Description of Services].

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]