

# Payment Terms for Invoice

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We appreciate your business and the opportunity to work with you. This letter serves to outline the payment terms for invoice #[Invoice Number], which was issued on [Invoice Date].

## Payment Terms

- Invoice Amount: \$[Amount]
- Payment Due Date: [Due Date]
- Accepted Payment Methods: [List Accepted Methods]
- Late Payment Fee: [Specify Late Fee Terms]

Please ensure that payment is made by the due date to avoid any late fees. If you have any questions regarding this invoice or the payment terms, feel free to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]