

Revised Payment Terms Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of our revised payment terms that will take effect as of [Effective Date]. These changes have been implemented to ensure smoother transactions and better service.

Revised Payment Terms:

- Payment Due Date: [New Payment Due Date]
- Payment Methods Accepted: [List Payment Methods]
- Late Payment Fee: [Specify Late Fee Terms]
- Discount for Early Payment: [Specify Discount Terms]

We appreciate your understanding and cooperation regarding these changes. Should you have any questions or need further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]