[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Changes to Payment Terms**

Dear [Recipient’s Name],

We are writing to inform you of upcoming changes to the payment terms for [COMPANY NAME], effective [EFFECTIVE DATE]. These changes are being implemented to streamline our operations and provide greater clarity in our billing processes.

**Updated Payment Terms**

* **New Due Date**: Payments will now be due [*e.g., 30 days from invoice date*].
* **Late Payment Policy**: Late payments will incur a fee of [PERCENTAGE/AMOUNT] per [Time Period], starting from the due date.
* **Payment Methods**: Payments can be made via [*List Accepted Methods, e.g., Bank Transfer, Credit Card, etc.*].

**Action Required**

Please review your internal processes to ensure compliance with these updated terms starting on the effective date. If you have any questions or concerns, please reach out to us before [SPECIFIC DATE].

We value our partnership and appreciate your understanding as we make these adjustments. For further clarification, please direct any questions or responses to [Name, Title], at [Email Address/Phone Number].

Thank you for your cooperation.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]