



## Payment Terms Letter

[Your Company Name]

[Your Company Address]

November 4, 2050

Ms. Sarah Johnson

456 Oakwood Avenue

Brooklyn, NY, 11235

Dear Ms. Johnson,

I hope this message finds you well. We are writing to formally communicate the payment terms that have been established for our engagement. We deeply value our relationship and are committed to ensuring clarity and transparency in all our financial dealings.

Below are the specific payment terms that we have agreed upon:

- **Payment Due Date:** All invoices are to be paid within 30 days of receipt unless otherwise agreed in writing.
- **Invoice Frequency:** Invoices will be issued on a monthly basis.
- **Accepted Payment Methods:** Payments can be made via bank transfer, credit card, or check. Detailed payment instructions will be included on each invoice.
- **Late Payment Penalties:** A late payment fee of 1.5% of the outstanding balance will be applied to any payment received after the due date.
- **Discounts:** Early payment discounts of 2% will be provided for payments received within 10 days of the invoice date.

We appreciate your cooperation and timely payments and are more than willing to discuss any questions or concerns you may have about these terms. Please feel free to reach out to our Accounts Receivable Department at [Your Company Number] or [Your Company Email] for any

# Sample Letter Of Credit Payment Terms

**Terry C. Jones**



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