

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Company Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

Subject: Invoice Payment Terms

We hope this message finds you well. Enclosed you will find Invoice #[Invoice Number] dated [Invoice Date], for the services/products provided.

Please take note of the following payment terms:

- **\*\*Payment Due Date\*\***: [Due Date]
- **\*\*Total Amount Due\*\***: [Invoice Amount]
- **\*\*Payment Method\*\***: [Accepted Payment Methods]
- **\*\*Late Fee\*\***: [Late Fee Details, if applicable]

We kindly ask that you process the payment by the due date to avoid any late fees or service interruptions. Should you have any questions regarding this invoice or the payment terms, please do not hesitate to contact us.

Thank you for your attention to this matter. We appreciate your prompt payment and look forward to continuing our successful partnership.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]