

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Terms Agreement

We are pleased to confirm the payment terms for our upcoming transaction.

Below are the agreed-upon terms:

1. ****Payment Due Date****: [Specify due date]

2. ****Payment Method****: [Specify payment method, e.g., bank transfer, check, etc.]

3. ****Late Payment Fees****: [Specify any late fees, if applicable]

4. ****Discounts for Early Payment****: [Specify any discounts, if applicable]

Please feel free to reach out if you have any questions or require further clarification regarding these terms.

Thank you for your business, and we look forward to a successful partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]