

ABC Corporation  
123 Business Rd.  
Springfield, State ZIP  
Phone: (123) 456-7890  
Email: info@abccorp.com

June 12, 2024

Mr. John Doe  
XYZ Enterprises  
456 Commerce St.  
Metropolis, State ZIP

**Subject: Invoice Payment Terms and Late Fee Policy**

Dear Mr. Doe,

We appreciate your valued business with ABC Corporation, and look forward to continuing our successful partnership.

To ensure clarity and transparency, we would like to outline the payment terms and our policy on late payment penalties, effective immediately for all future transactions.

- **Payment Due Date:** All invoices are due within **30 days** from the date of issue, unless otherwise specified in your individual contract.
- **Accepted Methods of Payment:** Bank transfer, check, or online payment portal.
- **Late Fee Penalty:** A late fee of **2% per month** (or the maximum permitted by law) will be assessed on any outstanding balance remaining after the due date.
- **Additional Charges:** Clients are responsible for any collection costs incurred as a result of non-payment.

Please make timely arrangements to remit payment on or before the due date to avoid any late fee penalties or service interruptions. Should you have any questions about your invoice or need to discuss special arrangements, kindly contact our accounts department at [accounts@abccorp.com](mailto:accounts@abccorp.com) or (123) 456-7890.

Thank you for your attention to this matter and for your continued cooperation.

Sincerely,

Jane Smith  
Accounts Receivable Manager  
ABC Corporation