

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

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

Dear [Recipient's Name],

I am writing to request detailed information regarding your company's payment policies as we look forward to establishing and maintaining a mutually beneficial business relationship.

Specifically, we would appreciate it if you could provide clarification on the following points:

- Terms of payment (e.g., Net 30, Net 60, etc.)
- Accepted payment methods (e.g., bank transfer, credit card, cheque, etc.)
- Invoice due dates and submission procedures
- Penalties or interest applicable for late payments
- Availability of discounts or incentives for early payments

Clear understanding and communication regarding these policies will help us ensure timely payments and avoid any potential misunderstandings. We value a smooth financial process and believe that transparent terms will foster a strong and successful partnership between our companies.

We look forward to your prompt response and are eager to work with you going forward. Should you need any information from our end, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]