

**[Your Company Letterhead]**

[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Country]  
[Phone Number]  
[Email Address]

Date: [Month Day, Year]

**To:**

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, ZIP Code]  
[Country]

**Subject: Payment Terms for International Transactions**

Dear [Recipient Name],

We thank you for your continued partnership and look forward to further successful collaborations. To ensure transparency and mutual understanding in our business dealings, we wish to clearly outline the payment terms for our upcoming international transactions as follows:

- **Payment Deadline:** Payment is due within [number] days from the date of invoice.
- **Accepted Currencies:** Payment should be made in [currency, e.g., USD, EUR].
- **Method of Payment:** We accept payments via [wire transfer, letter of credit, PayPal, etc.] to the following account details:  
*[Insert banking details or payment instructions here]*
- **Late Payment Penalty:** A late payment fee of [percentage, e.g., 2%] per month will be applied on overdue balances.
- **Early Payment Discount:** A discount of [percentage, e.g., 1%] is available for payments made within [number] days of invoice date.
- **Additional Terms:** *[Any other relevant payment conditions or requirements]*

Please review these terms carefully, and let us know if you have any questions or require further clarification. Upon your confirmation, these payment terms will apply to all forthcoming transactions between our companies unless otherwise agreed upon in writing.

We value our business relationship and are confident that these terms will help facilitate smooth and timely financial exchanges.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]