

[Your Company Letterhead]

[Date]

[Client Name]

[Client Company Name]

[Client Address Line 1]

[Client Address Line 2]

Dear [Client Name],

We are pleased to welcome you as a valued client of [Your Company Name]. In order to ensure a smooth and professional business relationship, we kindly request your attention to the payment terms outlined below, which apply to all transactions with new clients.

## Payment Terms

- **Payment Due Date:** All invoices are payable in full within **30 days** of the invoice date unless otherwise specified in writing.
- **Accepted Methods of Payment:** Payments may be made via bank transfer, credit card, or company cheque. Banking details and payment instructions will be included on every invoice.
- **Late Payment Penalties:** A late fee of **2% per month** (24% per annum) will be charged on all overdue balances. Services may be suspended or withheld until all outstanding amounts, including penalties, have been paid in full.
- **Non-Compliance:** Consistent failure to meet payment deadlines may result in the termination of our business relationship.

We appreciate your understanding and cooperation in adhering to these terms, as they are essential to maintaining efficient and reliable service standards for all our clients.

Should you have any questions or require clarification regarding our payment terms, please do not hesitate to contact our accounts department at [Accounts Department Email] or [Phone Number].

Thank you for your attention to this important matter. We look forward to a successful and trustworthy partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Email Address]

[Phone Number]