

[Your Company Letterhead]
[Address Line 1]
[Address Line 2]
[City, State ZIP Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State ZIP Code]

Subject: Net 30 Payment Terms for [Invoice/Order/Agreement #]

Dear [Recipient Name],

We appreciate your business and thank you for choosing [Your Company Name] for your [products/services] needs. This letter serves to confirm the payment terms as agreed upon for our transaction:

Payment Terms: Net 30

Payment for the above referenced goods/services is due within thirty (30) days from the date of the invoice. Kindly ensure that the full payment is remitted by the due date to avoid any late fees or disruption of service.

Please make payment by [preferred payment method, e.g., check, bank transfer, etc.], referencing invoice number [Invoice #] to ensure proper credit to your account.

If you have any questions regarding this invoice or payment terms, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We look forward to continuing our strong business relationship.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]