

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Company Name]! We are excited to have you as a client and look forward to working with you.

This letter contains important information regarding your account setup and our standard billing procedures to ensure a smooth partnership.

Billing Schedule:

- **Invoicing Date:** Invoices are generated on the [Day, e.g., 1st] of every month.
- **Payment Terms:** Payments are due within [Number, e.g., 15] days of the invoice date.
- **Payment Methods:** We accept [List methods, e.g., Credit Card, ACH, Check].
- **Late Fees:** A late fee of [Amount/Percentage] may be applied to balances unpaid after the due date.

Support Contacts:

For billing inquiries: [Billing Email/Phone]

For general support: [Support Email/Phone]

Thank you for choosing [Company Name]. We appreciate your business.

Sincerely,

[Your Name/Department]

[Company Name]