[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Pre-Payment Requirement for Large Orders**

Dear [Recipient’s Name],

We are writing to inform you of an update regarding payment terms for large orders placed with [COMPANY NAME]. Effective [EFFECTIVE DATE], all orders exceeding [THRESHOLD AMOUNT] will require pre-payment before processing and fulfillment.

**Pre-Payment Terms**

* **Applies to Orders Over**: [THRESHOLD AMOUNT]
* **Pre-Payment Amount**: [PERCENTAGE/FULL PAYMENT] of the total order value
* **Payment Deadline**: Payment must be received prior to order confirmation and processing

This change is part of our commitment to maintaining efficient operations and ensuring timely delivery of goods and services. The updated terms help us better align with growing demand and optimize our supply chain.

If you have any questions or require clarification about these updated terms, please contact [Name, Title], at [Email Address/Phone Number].

We appreciate your understanding and look forward to continuing our successful partnership.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]