

# Invoice Change Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

From: [Your Company Name]

[Your Address]

Dear [Recipient's Name],

We are writing to inform you of a change regarding the invoice originally issued on [Original Invoice Date] with the invoice number [Original Invoice Number].

Due to [reason for change, e.g., a billing error, change in pricing, etc.], please note the following updated information:

## **New Invoice Details:**

- Invoice Number: [New Invoice Number]
- Date of Issue: [New Invoice Date]
- Amount Due: [New Amount Due]

Please ensure that the payment is made according to the updated invoice. Should you have any questions or require further clarification, feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]