

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Amendment to Payment Cycle Notification

I hope this message finds you well. I am writing to formally notify you of an amendment to our agreed payment cycle as per our recent discussions.

Effective [Effective Date], the payment cycle will be adjusted from [Old Payment Cycle] to [New Payment Cycle]. This change has been made to [Reason for Amendment, e.g., improve cash flow, align with project timelines, etc.].

Please update your records accordingly and let me know if you have any questions or require further information regarding this amendment.

Thank you for your understanding and cooperation.

Sincerely,  
[Your Name]  
[Your Title]