

# Notification of Change in Payment Cycles

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in our payment cycles that will take effect on [Effective Date].

Due to [brief reason for change, e.g., "operational efficiencies" or "market adjustments"], we will be adjusting our payment terms from [Current Payment Cycle, e.g., "monthly"] to [New Payment Cycle, e.g., "bi-monthly"].

This change will help us [mention any benefits such as "streamline our processes" or "enhance our financial management"]. We appreciate your understanding and cooperation as we transition to this new payment schedule.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]