

# Letter of Subcontractor Billing Terms Revision

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Subcontractor Name]

[Subcontractor Company Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We hope this message finds you well. We are writing to inform you of a revision to our billing terms, which will take effect on [Effective Date].

As per our agreement and in order to streamline our billing process, the following changes will be implemented:

- Billing Cycle: [Specify billing cycle changes]
- Payment Terms: [Detail new payment terms]
- Invoice Submission: [Describe any changes to invoice submission process]

We believe that these adjustments will help enhance our collaboration and ensure timely payments. Should you have any questions regarding these changes, please feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter. We appreciate your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]