

Subject: Modifications in Invoicing Processes

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about some important modifications in our invoicing processes that will take effect starting [Effective Date]. These changes are aimed at improving efficiency and accuracy in our billing system.

**Key Changes:**

- Invoicing Frequency: We will be transitioning from monthly to bi-monthly invoicing.
- New Invoice Format: Please find the new invoice template attached for your reference.
- Payment Terms: We are updating our payment terms to [New Payment Terms], effective immediately.

We appreciate your understanding and cooperation during this transition. If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]