

# Update of Recurring Invoice Preferences

Dear [Customer Name],

We hope this message finds you well. We're writing to inform you about an important update regarding your recurring invoice preferences with [Your Company Name].

Your current preferences are set as follows:

- **Billing Frequency:** [e.g., Monthly, Quarterly]
- **Invoice Amount:** [e.g., \$Amount]
- **Payment Method:** [e.g., Credit Card, Bank Transfer]

If you would like to update any of the above preferences, please follow these steps:

1. Log into your account on our website.
2. Navigate to the 'Billing' section.
3. Select 'Recurring Invoice Preferences' and make your desired changes.
4. Save the changes to confirm your new preferences.

If you require any assistance while updating your preferences, please do not hesitate to contact our customer support team at [support email] or [support phone number].

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]