

Notice of Cargo Shipment Payment Method Update

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an update regarding the payment method for your upcoming cargo shipment scheduled for [Insert Shipment Date]. Due to [insert reason for modification], we will be modifying the payment method originally agreed upon.

The new payment method will be [insert new payment method details, e.g., bank transfer, credit card, etc.]. Please ensure that all future payments for this shipment are made according to this updated method.

We appreciate your understanding and cooperation in this matter. Should you have any questions or require further clarification, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this notice.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]