

Letter of Modification to Invoicing Terms

Date: [Insert Date]

To,

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally propose a modification to the invoicing terms of the construction project [Project Name], as per our ongoing discussions.

Currently, the payment terms are as follows:

- [Current Payment Terms]

We propose to modify the payment terms to the following:

- [Proposed Payment Terms]

We believe that these adjustments will facilitate smoother transactions and align with the project's progress and deliverables.

Please review the proposed modification and feel free to reach out if you have any questions or require further clarification. We look forward to your acknowledgment and approval of these changes.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]