

Partial Payment Invoice Modification

Date: **[Date]**

From: **[Your Company Name]**

To: **[Client's Name]**

Address: **[Client's Address]**

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about a modification to the invoice #[Invoice Number] issued on [Original Invoice Date].

As per our recent discussions, we have agreed to adjust the payment terms regarding the outstanding amount. The total invoice amount was **[Original Amount]**, and after considering the partial payment of **[Partial Payment Amount]**, the new outstanding balance is **[New Balance]**.

Please find the updated payment schedule below:

- Due Date for Remaining Balance: **[New Due Date]**
- Payment Method: **[Payment Method]**

We appreciate your cooperation and understanding in this matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]