

Agreement to Renew Invoice Payment Terms

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our agreement to renew the invoice payment terms as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Previous Payment Terms:** [Insert Previous Terms]
- **New Payment Terms:** [Insert New Terms]
- **Effective Date:** [Insert Effective Date]

By signing below, both parties agree to the updated payment terms stated above.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Agreed and Accepted by:

[Recipient Signature]
[Recipient Printed Name]
[Recipient Title]