

Invoice Payment Schedule Renewal

Date: [Insert Date]

To,

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

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of the renewal of your invoice payment schedule for the services provided by [Your Company Name].

The updated payment schedule is as follows:

Invoice Number	Due Date	Amount Due
[Invoice Number]	[Due Date]	[Amount]

Please ensure that payments are made by the specified due dates to avoid any late fees. If you have any questions or concerns regarding this renewal, do not hesitate to reach out to us.

Thank you for your continued partnership.

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