

# Notification for Invoice Payment Agreement Renewal

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

We hope this message finds you well. This letter serves as a notification regarding the renewal of your invoice payment agreement with us.

Your current agreement is set to expire on [Insert Expiration Date]. In order to ensure continuous service and to avoid any disruption, we kindly ask you to review and confirm your intention to renew the agreement.

The terms of the renewed agreement will remain the same, with the total amount due of [Insert Amount] payable by [Insert Payment Due Date].

If you wish to proceed with the renewal, please let us know by replying to this email or contacting us at [Insert Contact Information] by [Insert Response Deadline].

Thank you for your continued partnership. We look forward to serving you in the upcoming period.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]