

Invoice Payment Due Date Modification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a modification to the payment due date for Invoice #[Invoice Number] originally issued on [Original Issue Date].

The new payment due date is now set for [New Due Date]. We appreciate your understanding and flexibility regarding this change.

If you have any questions or concerns, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]