

Invoice Payment Frequency Update

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a change in the payment frequency for your invoices. Effective [Start Date of New Frequency], your invoices will be billed on a [New Payment Frequency, e.g., monthly, quarterly, etc.] basis instead of the previous [Old Payment Frequency].

This adjustment aims to [reason for the shift, e.g., better align with your budgeting processes, streamline our billing system, etc.]. We believe this change will improve our service to you.

If you have any questions or need further clarification regarding this update, please feel free to reach out to us at [Your Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]