

Invoice Payment Plan Change Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a change to your current payment plan regarding invoice #[Invoice Number].

New Payment Plan Details:

- New Payment Amount: \$[New Amount]
- New Payment Due Date: [New Due Date]
- Payment Schedule: [Weekly/Bi-weekly/Monthly]

Please confirm your acceptance of this new plan by [Confirmation Date]. Should you have any questions or wish to discuss this matter further, feel free to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]