

Adjustment in Invoice Payment Preferences

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to our invoice payment preferences, effective [Insert Effective Date]. We appreciate your business and want to ensure a smooth transaction process moving forward.

Please note the following changes:

- Payment Method: [Insert New Payment Method]
- Due Date Adjustment: [Insert New Due Date]
- Billing Frequency: [Insert New Billing Frequency]

If you have any questions or concerns regarding this adjustment, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]