

Amendment of Invoice Payment Procedure

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of an amendment to our invoice payment procedure. This change will be effective as of [Effective Date].

The key changes to our payment procedure are as follows:

- Invoices must be submitted electronically to [Email Address].
- Payments will now be made within [New Payment Terms, e.g., 30 days] of receipt of the invoice.
- All invoices should reference the purchase order number for proper processing.

We believe these changes will streamline our billing process and ensure timely payments. Please update your records accordingly.

If you have any questions or concerns regarding this amendment, feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]