

Change in Payment Method Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Notification of Change in Payment Method for Invoices

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a change in the payment method for our invoices effective [Insert Effective Date].

Moving forward, we kindly request that all payments be made through [insert new payment method, e.g. "bank transfer", "PayPal", "credit card", etc.]. Please find the necessary details below:

- Payment Method: [Insert Payment Method]
- Account Name: [Insert Account Name]
- Account Number: [Insert Account Number]
- Bank Name: [Insert Bank Name]
- SWIFT/BIC Code: [Insert SWIFT/BIC Code, if applicable]
- Reference: [Insert any reference needed for invoice identification]

We appreciate your understanding and cooperation regarding this change. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]