

# Invoice Payment Mode Adjustment Request

Date: [Insert Date]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the payment mode associated with Invoice #[Insert Invoice Number], dated [Insert Invoice Date].

After reviewing our records, I would like to change the payment method from [Current Payment Mode] to [Requested Payment Mode] due to [brief explanation of the reason].

We appreciate your attention to this matter, and I hope this adjustment can be made promptly. Please let me know if you require any further information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]