

# Notification of Change in Invoice Payment Method

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a change in the payment method for our invoices. Effective [Effective Date], all future invoice payments should be made using the following new payment method:

## New Payment Method Details:

**Payment Method:** [Payment Method, e.g. Credit Card, Bank Transfer]

**Account Details:** [Bank Name, Account Number, Routing Number (if applicable)]

**Payment Reference:** [Any specific reference to include]

Please update your records accordingly to avoid any disruption in service. If you have any questions or concerns regarding this change, do not hesitate to reach out to us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]