

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update regarding the payment mode for Invoice #[Invoice Number], dated [Invoice Date].

We would like to change the payment method to [New Payment Mode] for this invoice. Please let us know if you require any additional information from our side to facilitate this update.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]