

Modification to Invoicing Payment Expectations

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of a modification to our invoicing payment expectations effective [Insert Effective Date].

As part of our ongoing efforts to improve our financial processes, we will be implementing the following changes:

- Payment terms will be adjusted from [Old Terms] to [New Terms].
- Invoices will now be issued on a [weekly/monthly/other] basis.
- Late payment penalties will be introduced after [Specify Days] days of overdue payments.

We believe these changes will enhance our business relationship and ensure smoother financial transactions. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]