

Adjusted Invoice Payment Terms Agreement

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formalize the adjustment of payment terms regarding Invoice #[Insert Invoice Number] dated [Insert Invoice Date].

After our recent discussions, we have agreed to modify the payment terms as follows:

- Original Payment Due Date: [Insert Original Date]
- New Payment Due Date: [Insert New Date]
- Payment Amount: [Insert Payment Amount]
- Payment Method: [Insert Payment Method]

By signing below, you agree to the adjusted payment terms outlined in this letter.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreed by:

[Recipient Name]

Date: _____