

Amended Payment Conditions for Invoices

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an amendment to our payment conditions regarding invoices. Effective [Insert Effective Date], we will be implementing the following changes:

- All invoices must be paid within [Insert New Payment Terms, e.g., "30 days of receipt"].
- Late payments will incur a fee of [Insert Late Fee Amount/Percentage].
- [Any other relevant changes or conditions].

We believe these amendments will enhance our business relationship and ensure efficiency in our transactions. Please do not hesitate to reach out if you have any questions or need further clarification regarding these changes.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]