

Notification of Changed Payment Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change to our payment terms regarding outstanding invoices.

Effective [Insert Effective Date], our payment terms will be modified as follows:

- New Payment Due Date: [Insert New Due Date]
- Accepted Payment Methods: [Insert Accepted Methods]
- Late Payment Fee: [Insert Details if applicable]

This change is necessary due to [brief explanation of reason for change]. We appreciate your understanding and cooperation in adjusting to these new terms.

Please feel free to contact us at [Insert Phone Number] or [Insert Email Address] if you have any questions or concerns regarding this change.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]