

Confirmation of Revised Invoice Payment Conditions

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the revisions to the payment conditions associated with Invoice #[Invoice Number]. The following changes have been agreed upon:

- **Payment Due Date:** [New Due Date]
- **Payment Method:** [Updated Payment Method]
- **Late Payment Penalties:** [Details of Penalties]

Please review the above changes and ensure that all future payments adhere to these revised conditions. If you have any questions or require further clarification, feel free to reach out to us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]