

Invoice Payment Terms Modification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a modification to the payment terms associated with our invoices.

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

- Payment due within [New Payment Period, e.g., 30 days] from receipt of invoice.
- A late fee of [Percentage] will be applied to payments received after the due date.
- [Any other modifications or specific details].

We appreciate your understanding and cooperation regarding this matter. If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]