

Letter of Adjustment in Invoicing Practices

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you of some adjustments we are making to our invoicing practices that will take effect from [Effective Date].

After careful consideration, we have decided to implement the following changes:

- Change in invoice frequency from monthly to quarterly.
- Introduction of a new itemized billing structure.
- Adjustments to payment terms to [insert new payment terms].

These adjustments are aimed at enhancing the clarity and efficiency of our billing process, ensuring that our valued clients receive accurate and timely invoices.

If you have any questions regarding these updates, please feel free to reach out to us at [Insert Contact Information]. We appreciate your understanding and continued partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]