

# Invoicing Policy Revision Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that there have been revisions to our invoicing policy, effective [Insert Effective Date]. The changes have been made to improve our service and ensure a more streamlined invoicing process.

## Summary of Changes:

- [Briefly describe change 1]
- [Briefly describe change 2]
- [Briefly describe change 3]

We encourage you to review the full updated invoicing policy, which can be accessed on our website at [Insert Link], or by contacting us directly.

If you have any questions or require further clarification regarding these changes, please feel free to reach out.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]