

Invoicing Terms Modification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a modification to our invoicing terms, effective [Effective Date].

The details of the modification are as follows:

- Current Payment Terms: [Current Terms]
- New Payment Terms: [New Terms]

We believe these changes will enhance our collaboration and improve our service delivery. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter. We appreciate your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]