

# Notification of Invoicing Policy Changes

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about important changes to our invoicing policy that will take effect on [Effective Date].

The key changes are as follows:

- Change 1: [Brief description of change]
- Change 2: [Brief description of change]
- Change 3: [Brief description of change]

We believe these changes will enhance our efficiency and improve your overall experience with our services.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]