

Important Update to Our Invoicing Procedures

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you of some important updates to our invoicing procedures that will take effect starting [Effective Date].

Key Changes

- **Invoicing Frequency:** Our invoicing frequency will change from [Old Frequency] to [New Frequency].
- **New Payment Methods:** We are now accepting [List New Payment Methods].
- **Invoice Format:** All invoices will now be sent in [Specify Format] for easier processing.

These changes are designed to enhance our service efficiency and improve your experience with our billing process.

If you have any questions regarding these updates, please feel free to reach out to us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]