

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of Changes to Payment Schedule and Late Fee Policy

Dear [Client Contact Name],

This letter is to formally notify you of a revision to our invoicing and payment terms, effective as of [Effective Date]. These changes will apply to all future invoices issued for our services.

Revised Payment Schedule:

Previously, payments were due within [Old Terms, e.g., 30 days]. Under the new schedule, all invoices are now due within [New Terms, e.g., 15 days] of the invoice date.

Updated Late Fee Policy:

To ensure timely processing, a late fee will now be applied to any outstanding balances not paid by the due date. A charge of [Percentage, e.g., 1.5%] per month will be added to the total overdue amount until the balance is cleared.

We value our partnership and appreciate your cooperation in updating your records to reflect these new terms. If you have any questions regarding these changes, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]
[Your Title]