

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

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

Subject: Acknowledgment of Changes to Invoice #[Invoice Number] and Payment Terms

Dear [Recipient Name],

This letter is to formally acknowledge your request for modifications to Invoice #[Invoice Number] and the associated payment terms.

We have reviewed the requested adjustments and have updated our records accordingly. The agreed-upon changes include:

- Updated Invoice Total: [New Amount]
- New Payment Due Date: [New Date]
- Revised Payment Terms: [e.g., Net 60, Installment Plan, etc.]

Please find the revised invoice attached to this letter. We confirm that these new terms supersede any previous agreements regarding this specific billing period.

Thank you for your continued business. If you have any further questions, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]