

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notification of Changes to Standard Invoicing and Payment Terms

Dear [Recipient Name],

We are writing to formally notify you of a modification to our standard invoicing and payment terms. These changes are designed to streamline our accounting processes and will take effect on [Effective Date].

The updated terms are as follows:

- **New Payment Terms:** [e.g., Net 30 days from invoice date]
- **Invoicing Frequency:** [e.g., Monthly/Bi-weekly]
- **Payment Method:** [e.g., ACH, Wire Transfer, or Credit Card]
- **Late Fee Policy:** [e.g., 1.5% interest per month on overdue balances]

Please note that all invoices issued on or after [Effective Date] will be subject to these new conditions. Any outstanding invoices issued prior to this date will remain under the previous terms.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]