Accounts Payable Supervisor:

Effective (date of lockbox conversion), please begin remitting payment for all (Company Name) invoices to the following PO address:

Company Name

P.O. Box ######

City/State/Zip

 For payments sent via courier or overnight only:

Company Name

Attn: lockbox number

Street address

City/State/Zip

Please update your accounts payable system with this address. Forwarding your payment to the above address will allow (Company Name) to process your payments in a timely manner.

Thank you for your prompt attention to the matter.