

Subject: Updated Payment Timeline Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a modification to the payment timelines regarding your account with us.

Due to [reason for modification, e.g., "recent changes in our billing cycle"], we will be implementing a new payment schedule effective from [effective date]. The new payment deadlines are as follows:

- Payment Due Date: [New Due Date]
- Grace Period: [Duration of Grace Period]
- Late Fees: [Details on Late Fees if applicable]

We appreciate your understanding and cooperation during this transition. If you have any questions or concerns regarding this modification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]