

Inquiry Regarding Revised Payment Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the revised payment schedule for our ongoing project, [Project Name]. We appreciate your cooperation and support throughout this process.

As we move forward, I would like to confirm the details of the updated payment terms to ensure we are aligned. If you could please provide the specific dates and amounts due as per the revised schedule, it would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]