

Payment Structure Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to your payment structure related to [specific service or product]. After a thorough review of our current pricing and market conditions, we believe these changes will better serve both our clients and the overall business.

New Payment Structure Details:

- Previous Payment Plan: [Insert details]
- New Payment Plan: [Insert details]
- Effective Date: [Insert Date]
- Additional Notes: [Insert any relevant details or changes]

Please review the new payment structure carefully. If you have any questions or wish to discuss this further, do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Number]

[Email Address]