

# Premium Payment Schedule Modification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a modification to your premium payment schedule. After reviewing your account and recognizing your evolving needs, we would like to propose the following adjusted payment terms:

- **New Payment Frequency:** [Monthly/Quarterly/Annually]
- **Revised Amount:** \$[New Amount]
- **Effective Date:** [Insert Date]

Please review the proposed changes and let us know if you have any questions or concerns. We are happy to accommodate your needs in any way we can.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]