

Notification of Changed Payment Schedule

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change to your payment schedule regarding [mention the service or account]. These changes will take effect as of [insert effective date].

Details of the new payment schedule are as follows:

- **New Payment Amount:** [Insert Amount]
- **New Payment Due Date:** [Insert Due Date]
- **Frequency:** [Insert Frequency, e.g., monthly, quarterly]

If you have any questions regarding these changes or require further clarification, please do not hesitate to reach out to our support team at [Insert Contact Information].

We appreciate your understanding and continued partnership.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]