

Payment Schedule Adjustment

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about adjustments to your payment schedule for the services/products provided by our company.

Below is your updated payment schedule:

Due Date	Amount Due
[Insert Due Date 1]	[\$[Insert Amount 1]]
[Insert Due Date 2]	[\$[Insert Amount 2]]
[Insert Due Date 3]	[\$[Insert Amount 3]]

If you have any questions or require further adjustments, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]