

Payment Schedule Notification

Dear [Recipient's Name],

We are writing to inform you of your upcoming payment schedule for the agreed services. Please find the details below:

Payment Schedule:

- **Payment Due Date:** [Due Date]
- **Amount:** [Amount]
- **Payment Method:** [Payment Method]

We appreciate your prompt attention to this matter. If you have any questions or need further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]