

Payment Timetable Advisory

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Advisory for Altered Payment Timetable

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important change to the payment timetable for your account.

Effective [Insert Effective Date], the following adjustments will be made:

- Original Due Date: [Insert Original Due Date]
- New Payment Due Date: [Insert New Due Date]
- Payment Amount: [Insert Payment Amount]

This adjustment has been made to better align with our operational processes. We appreciate your understanding and cooperation during this transition.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]