

# Vendor Payment Schedule Adjustment Notice

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the payment schedule regarding invoice [Insert Invoice Number] dated [Insert Invoice Date].

Due to [reason for adjustment, e.g., budget constraints, project timelines], we will need to adjust the payment schedule as follows:

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

We appreciate your understanding and cooperation in this matter. Please confirm your acknowledgment of this adjustment at your earliest convenience.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]