

# Adjusted Payment Timeline Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to the payment timelines regarding your outstanding debt with us.

After reviewing your account, we are willing to extend the payment timeline as follows:

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

We understand that circumstances can change, and we want to provide you with the support you need during this time. Please ensure that all payments are made by the new due date to avoid any penalties.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]