

Debt Adjustment Terms Notification

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

We are writing to inform you about the new terms regarding your outstanding debt with us. After reviewing your account, we have come up with a plan to assist you in managing your debt more effectively.

New Debt Adjustment Terms

- **Total Debt Amount:** \$[Amount]
- **Monthly Payment Amount:** \$[Amount]
- **Payment Due Date:** [Insert Due Date]
- **Adjustment Period:** [Insert Duration]

We believe that these new terms will make it easier for you to meet your obligations while also supporting your financial situation. Please review these terms carefully. If you have any questions or would like to discuss further options, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]