

Notification of Temporary Adjustment in Payment Plan

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you of a temporary adjustment to your payment plan due to urgent financial needs that have come to our attention.

Effective [Insert Start Date], your payment plan will be adjusted to accommodate these needs. The new payment amount will be [Insert New Amount], due on [Insert Due Date]. This adjustment will be in place for [Insert Duration of Adjustment].

Please be assured that this is a temporary measure, and we are committed to supporting you during this challenging time. We understand the importance of managing your finances, and we hope this adjustment provides some relief.

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]