

Revision of Automated Payment Schedule

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of a revision to the automated payment schedule for your account with [Company Name].

After careful consideration, we have made changes to the payment dates and amounts effective [Insert Effective Date]. Below are the details of the revised payment schedule:

Payment Date	Payment Amount
[Insert Date 1]	[Insert Amount 1]
[Insert Date 2]	[Insert Amount 2]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]