

Dear [Recipient's Name],

We hope this message finds you well. This letter is to formally update you regarding your payment schedule for [Service/Product].

As per our records, the updated payment schedule is as follows:

- **Payment 1:** Amount due: \$[Amount], Due Date: [Date]
- **Payment 2:** Amount due: \$[Amount], Due Date: [Date]
- **Payment 3:** Amount due: \$[Amount], Due Date: [Date]

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]