

Notice of Modified Tax Payment Schedule

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a modification to your tax payment schedule for the year [Year]. Due to [reason for modification, e.g., financial hardship, changes in tax legislation], we have adjusted your payment plan to better accommodate your current situation.

The new payment schedule is as follows:

- Payment 1: [Amount] due on [Date]
- Payment 2: [Amount] due on [Date]
- Payment 3: [Amount] due on [Date]

Please ensure that all payments are made by the specified dates to avoid any penalties. If you have any questions or require further assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]