

Adjusted Payment Schedule Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjusted payment schedule regarding your account with us. Due to [reason for adjustment, e.g., changes in financial circumstances], we have revised your payment plan to better suit your current situation.

Adjusted Payment Schedule

Payment Due Date	Amount Due
[First Payment Date]	[Amount]
[Second Payment Date]	[Amount]
[Third Payment Date]	[Amount]

Please confirm your acceptance of this adjusted payment schedule by signing and returning the attached document by [insert due date]. If you have any questions or need further assistance, feel free to contact us at [insert contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]