

Supplier Payment Schedule Adjustment

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to inform you about an adjustment to our current payment schedule as a result of [brief reason for adjustment, e.g., changes in cash flow, unexpected circumstances].

Effective [insert effective date], the new payment schedule will be as follows:

- Invoice # [insert invoice number] - Amount: \$[insert amount] - New Due Date: [insert new due date]
- Invoice # [insert invoice number] - Amount: \$[insert amount] - New Due Date: [insert new due date]
- Invoice # [insert invoice number] - Amount: \$[insert amount] - New Due Date: [insert new due date]

We understand that changes to the payment schedule may cause inconvenience, and we sincerely apologize for any disruptions this may cause. We value our partnership and appreciate your understanding in this matter.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [your contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]