

# Payment Arrangement Update

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an update regarding your payment arrangement with us. This adjustment has been made to better accommodate your current financial situation.

## **New Payment Arrangement:**

- New payment amount: [Insert Amount]
- Payment frequency: [Insert Frequency]
- Start date: [Insert Start Date]
- End date: [Insert End Date]

We appreciate your commitment to fulfilling your obligations and are here to support you during this time. If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]