

# Payment Plan Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to your payment plan with [Your Company Name].

Due to [reason for adjustment, e.g., changes in financial circumstances], we have reviewed your payment plan and made the following adjustments:

- Previous Payment Amount: \$[Previous Amount]
- New Payment Amount: \$[New Amount]
- Payment Frequency: [Weekly/Bi-weekly/Monthly]
- New Payment Start Date: [Insert Date]

Please review the new payment plan and confirm your acceptance by [insert deadline, if any]. If you have any questions or need further assistance, do not hesitate to reach out to our office at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]