

Payment Timetable Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update to the payment timetable regarding [specify the service/product/loan].

The updated payment schedule is as follows:

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

We appreciate your understanding and cooperation regarding this update. If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]