

Revised Payment Schedule Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a revised payment schedule for your account, [Account Number/ID], effective [Effective Date].

The details of the revised payment schedule are as follows:

Payment Due Date	Amount Due
[Date 1]	[Amount 1]
[Date 2]	[Amount 2]
[Date 3]	[Amount 3]

If you have any questions or concerns regarding this revised schedule, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[Company Phone Number]

[Company Email Address]