

Scheduled Payment Revision Notice

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of a revision to your scheduled payment plan for [insert reason, e.g., a loan, service, etc.].

Due to [brief explanation of reason for revision], the payment amount will be adjusted as follows:

- New Payment Amount: \$[insert amount]
- Effective Date: [insert date]
- Revised Payment Schedule: [insert new payment frequency or dates]

We appreciate your understanding and cooperation regarding this matter. If you have any questions or concerns about the revised payment terms, please do not hesitate to contact us at [insert contact number or email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]