

Deferred Payment Advice

Date: [Insert Date]

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

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about the deferred payment arrangement regarding your account with us. Due to [reason for deferral], we have agreed to adjust your payment schedule as follows:

- **Original Payment Due Date:** [Insert Original Date]
- **New Payment Due Date:** [Insert New Date]
- **Deferred Amount:** [Insert Amount]

Please ensure that the revised payment is made by the new due date to avoid any late fees. If you have any questions regarding this matter, feel free to contact us at [your contact information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Company]