

Altered Payment Schedule Agreement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formalize the agreement regarding the altered payment schedule for your account with us. Due to [reason for alteration], we have agreed to modify the terms of your payment schedule as outlined below:

New Payment Schedule:

- Payment Amount: [Insert Amount]
- Payment Due Date: [Insert Due Date]
- Total Number of Payments: [Insert Total Payments]

Please acknowledge and confirm your acceptance of this revised payment schedule by signing below.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Agreed and Accepted by:

[Recipient's Name]