

Amended Payment Timeline

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

From: [Your Name]

Address: [Your Address]

Dear [Recipient's Name],

We are writing to inform you of an amended payment timeline regarding [specific details about the payment or agreement]. Due to [reason for amendment], we have revised our payment schedule as follows:

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

We appreciate your understanding and cooperation in this matter. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]