

Revised Payment Plan Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a revised payment plan regarding your account with us. After reviewing your current situation, we believe the following adjustments will help facilitate your payments:

Revised Payment Plan Details:

- Original Amount Due: \$[Original Amount]
- New Total Amount: \$[New Amount]
- Installment Amount: \$[Installment Amount]
- Number of Installments: [Number of Installments]
- First Payment Due: [First Payment Due Date]

We appreciate your commitment to fulfilling your obligations, and we hope this revised plan provides you with some relief. Please feel free to contact us if you have any questions or if you need further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]