

# Payment Amendment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an amendment to the payment regarding the fees associated with [Specify Service/Event]. After a thorough review, we have rectified the fees due to [Brief Reason for Rectification].

The amended fees are as follows:

- Original Fee: \$[Original Amount]
- Rectified Fee: \$[New Amount]

We kindly ask you to confirm the acceptance of this amendment at your earliest convenience. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]