

Payment Schedule Adjustment Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the adjustment to your payment schedule regarding your account [Account Number].

After reviewing your current financial situation, we have made changes to the payment terms as outlined below:

- **New Payment Amount:** \$[New Amount]
- **New Payment Due Date:** [New Due Date]
- **New Payment Frequency:** [Monthly/Quarterly/Annually]

Please review the new schedule carefully. If you have any questions or concerns, feel free to contact our customer service team at [Customer Service Number] or [Customer Service Email].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]