

Revised Repayment Agreement Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your repayment agreement has been revised. The details of the new terms are outlined below:

Revised Agreement Details:

- **Outstanding Balance:** [Insert Amount]
- **New Payment Amount:** [Insert Amount]
- **Due Date:** [Insert New Due Date]
- **Payment Schedule:** [Insert Payment Schedule]

Please review the updated terms carefully. If you have any questions or require further clarification, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter and for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]