

Holiday Loan Payment Adjustment Notice

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to your loan payment schedule due to the upcoming holiday season.

Your current loan account number is: [Insert Account Number]

As a valued customer, we want to provide you with some flexibility during this festive season. Effective [Insert Effective Date], your monthly payment will be adjusted to [Insert Adjusted Amount]. This adjustment will remain in effect until [Insert Expiration Date].

Please note that all other loan terms remain unchanged. Should you have any questions or concerns, feel free to contact our customer service at [Insert Contact Information].

Thank you for choosing [Your Company Name]. Wishing you a joyous holiday season!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]