

Notification of Revised Bi-Weekly Payment Conditions

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of revisions to the bi-weekly payment conditions related to your account effective [Effective Date].

Details of the revised payment conditions are as follows:

- **New Payment Amount:** [New Amount]
- **Payment Due Dates:** [List of Due Dates]
- **Payment Method:** [Accepted Payment Methods]

If you have any questions or require further clarification, please do not hesitate to contact our customer service team at [Customer Service Contact Information].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]