

Payment Plan Adjustment 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. This letter is to inform you that we have reviewed your account and noted that there have been missed installments on your payment plan for [Account or Loan Number]. We understand that circumstances can change, and we are here to help you through this process.

To assist you, we have adjusted your payment plan as follows:

- **New Payment Amount:** [New Amount]
- **Revised Payment Schedule:** [New Schedule]
- **Total Remaining Balance:** [Remaining Balance]

We believe that these adjustments will make your payments more manageable. Please review the new plan and let us know if you have any questions or require further assistance.

Thank you for your attention to this matter. We appreciate your commitment to resolving your account.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]