

Notification of Payment Plan Change

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about a change in your payment plan effective [Insert Effective Date]. After reviewing your account, we have made adjustments to better suit your financial situation.

Your new payment plan details are as follows:

- New Monthly Payment Amount: [Insert Amount]
- Payment Due Date: [Insert Due Date]
- Payment Terms: [Insert Payment Terms]

Please review the changes and let us know if you have any questions or concerns. You can reach us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]