

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Notification of Change in Payment Arrangement**

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of a change in our previously agreed payment arrangement regarding [specific purpose, e.g., loan, service, etc.].

Effective [new effective date], the payment terms will be adjusted to [new payment terms, e.g., new amount, frequency, etc.]. This change is necessary due to [brief reason for change, if applicable].

Please feel free to reach out to me at [your phone number] or [your email address] if you have any questions or would like to discuss this change further.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]