

Notification of Payment Deadline Adjustment

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to the payment deadline for your account with us.

Originally, the payment was due on [Original Due Date]. However, we have extended the deadline to [New Due Date]. We understand that circumstances may arise that make it difficult to meet payment obligations, and we want to support you during this time.

Please ensure that the adjusted payment is made by the new due date to avoid any late fees. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]