Notification of Payment Plan Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your request for an extension on your payment plan has been reviewed and approved. We understand that financial circumstances can change, and we strive to work with our clients during such times.

Your new payment plan will be as follows:

- New Payment Amount: [Insert Amount]
- New Payment Due Date: [Insert Date]
- Number of Installments: [Insert Number]

Please ensure that these new terms are understood and that you can comply with the extended timeline. If you have any questions or concerns, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]