

# Invoice Payment Arrangement Revision

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you about a revision in our previously agreed payment arrangement for Invoice #[Invoice Number] dated [Invoice Date].

Due to [reason for revision, e.g., unforeseen circumstances, changes in your project, etc.], we have made the following adjustments to the payment schedule:

- Original Due Date: [Original Due Date]
- New Due Date: [New Due Date]
- Amount Due: [Amount Due]

Please confirm your acceptance of this revised payment arrangement at your earliest convenience. If you have any questions or require further clarification, feel free to reach out to us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Contact Information]