

Invoice Payment Schedule Alteration

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of an alteration to the payment schedule for Invoice #[Invoice Number], dated [Original Invoice Date].

Due to [reason for alteration], we propose the following amended payment schedule:

Payment Due Date	Amount Due
[New Due Date 1]	[New Amount 1]
[New Due Date 2]	[New Amount 2]

Please let us know if you agree with this revised payment schedule or if there are any concerns you would like to discuss. We appreciate your understanding and cooperation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Phone Number]

[Email Address]