

# Invoice Payment Schedule Adjustment

Dear [Client's Name],

I hope this message finds you well. We are writing to inform you of an adjustment to the payment schedule for Invoice #[Invoice Number] originally dated [Invoice Date].

Due to [reason for adjustment], we have adjusted the payment schedule as follows:

<b>Payment Due Date</b>	<b>Amount Due</b>
[New Due Date 1]	[New Amount 1]
[New Due Date 2]	[New Amount 2]
[New Due Date 3]	[New Amount 3]

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]