

Revised Payment Timeline for Invoices

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a revised payment timeline regarding your outstanding invoices with us.

Revised Payment Schedule:

- Invoice #001 - Due by [New Due Date]
- Invoice #002 - Due by [New Due Date]
- Invoice #003 - Due by [New Due Date]

We appreciate your understanding and cooperation in this matter. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]