

[Sender's Name]
[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

RE: Notice of Modified Payment Schedule - Account Number: [Account Number]

Dear [Recipient's Name],

This letter serves as your first statement following the recently approved modification to your payment plan. Please find the details of your revised payment schedule below.

Modified Payment Details:

- **New Monthly Payment Amount:** \$[Amount]
- **Effective Date:** [Date]
- **Payment Due Date:** [Day of the month, e.g., 1st]
- **Remaining Term:** [Number of months]

Please ensure that your records are updated to reflect these changes. Payments should be made via [Payment Method: e.g., Online Portal, Check, or Direct Debit].

This modification has been implemented to assist you in managing your account. It is important to make all future payments on time to remain in good standing under the terms of this agreement.

If you have any questions regarding this statement or the modified terms, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Sender's Signature]

[Sender's Printed Name]
[Title]