

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Subject: Revised Amortization Schedule - Loan Account: [Account Number]

Dear [Recipient Name],

This letter is to formally provide you with your revised amortization schedule for the loan mentioned above. This revision has been processed due to [Reason for Change: e.g., interest rate adjustment, partial prepayment, or loan modification].

Effective from [Effective Date], your new repayment terms are as follows:

- **New Monthly Payment Amount:** [Amount]
- **New Interest Rate:** [Percentage]%
- **Remaining Number of Payments:** [Number]
- **Estimated Maturity Date:** [Date]

Please find the detailed breakdown of principal and interest for each remaining period attached to this letter. We recommend that you update your records and adjust any automatic payment settings to reflect these changes.

If you have any questions regarding this adjustment or the attached schedule, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]