[Date]

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

Re: Revised Payment Schedule for [Debtor Name] - Account #[Account Number]

Dear [Guarantor Name],

This letter serves as formal notification regarding a revision to the payment schedule for the above-referenced account, for which you are the designated third-party guarantor.

Due to [Reason for Revision, e.g., recent negotiations / change in terms], the installment amounts and due dates have been adjusted. As per your guarantee agreement, you remain responsible for ensuring these payments are fulfilled should the primary debtor fail to do so.

The revised payment schedule is as follows:

Payment Number	Due Date	Amount Due
1	[Date]	$[Amount]
2	[Date]	$[Amount]
3	[Date]	$[Amount]

Total Remaining Balance: $[Total Amount]

Please update your records accordingly. All other terms and conditions of the original guarantee agreement remain in full force and effect.

If you have any questions regarding this revised schedule, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]