

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Change of Due Date

We hope this message finds you well. We are reaching out to inform you of a change regarding the due date for [specific project, service, or invoice].

Originally, the due date was set for [original due date]. However, due to [brief explanation of reason for the change, e.g., unforeseen circumstances, scheduling conflicts], we have adjusted the due date to [new due date].

We appreciate your understanding and flexibility in this matter. If you have any questions or concerns regarding this change, please do not hesitate to contact us at [your phone number] or [your email address].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Company Phone Number]

[Your Company Email Address]