

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Subject: Due Date Change Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a change in the due date for [specify the item or payment, e.g., "the upcoming payment," "project submission," etc.].

Originally, the due date was set for [original due date]. However, due to [reason for the change, e.g., "unexpected circumstances," "scheduling conflicts," etc.], the new due date will be [new due date].

We appreciate your understanding and flexibility regarding this matter.

Please feel free to reach out if you have any questions or concerns.

Thank you for your attention to this change.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company, if applicable]