

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of New Payment Due Date

We hope this message finds you well. We are writing to inform you of a change regarding your upcoming payment for [service/product]. The new payment due date is now set for [new due date].

Please ensure that the payment is made by this date to avoid any late fees or disruptions in service. If you have any questions or require further assistance, do not hesitate to reach out to us at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]