

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Change in Due Date

We hope this message finds you well.

We are writing to inform you of a change to the due date originally established for [specific item/service/obligation], which was due on [original due date]. The new due date is now set for [new due date]. This change is due to [brief reason for the change, if applicable]. We appreciate your understanding and cooperation in this matter.

If you have any questions or concerns regarding this change, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]