

**\*\*Subject:\*\*** Important Update: Change in Due Date

Dear [Recipient's Name],

We hope this message finds you well. We want to inform you that there has been a change to the due date for [project/assignment/loan/bill].

**\*\*Original Due Date:\*\*** [Original Due Date]

**\*\*New Due Date:\*\*** [New Due Date]

Please adjust your schedules accordingly. If you have any questions or concerns regarding this change, do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]