

Payment Timeline Adjustment Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the payment timeline for my account, [Account Number/Reference]. Due to [briefly explain reason], I am unable to adhere to the current payment schedule.

In light of this, I would appreciate if you could consider adjusting the payment timeline to [proposed new timeline]. I believe this modification will allow for timely payments and maintain our positive relationship.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]