

Letter of Demand to Modify Payment Options

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a modification to my current payment options related to my account ([Account Number or Reference]). Due to [brief explanation of circumstances, e.g., financial hardship, change in employment], I am finding it increasingly difficult to meet the existing payment terms.

In light of these circumstances, I would like to propose [specific changes to payment options, e.g., extending the payment period, reducing the installment amount, etc.], which I believe will allow me to fulfill my obligations without further strain.

I value my relationship with [Company Name] and wish to resolve this matter amicably. I appreciate your understanding and would be grateful if you could consider my request. Please let me know a suitable time for us to discuss this further or if you require any additional information from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]