

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Adjustment of Payment Schedule

I hope this message finds you well. I am writing to formally request an adjustment to the current payment schedule for [describe the obligation, e.g., loan, invoice, etc.]. Due to [briefly explain the reason for the adjustment, e.g., unforeseen financial circumstances], I am unable to adhere to the existing payment timeline.

To provide a more manageable solution, I propose the following adjusted payment schedule:

- Payment 1: [Amount] due by [Date]
- Payment 2: [Amount] due by [Date]
- Payment 3: [Amount] due by [Date]

I believe this adjustment will allow me to meet my obligations while ensuring that our arrangement remains intact. I appreciate your understanding and consideration of my request. Please let me know if you would like to discuss this matter further.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]