

Telecom Payment Schedule Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my payment schedule for my telecom services account (Account Number: [Your Account Number]). Due to [briefly explain the reason, e.g., financial difficulties, unexpected expenses], I am unable to meet the current payment arrangement.

To ensure continued service and to manage my finances more effectively, I would like to propose a revised payment schedule. I suggest the following options:

- Option 1: [Describe Option 1]
- Option 2: [Describe Option 2]

I appreciate your understanding in this matter, and I am hopeful that we can work together to come up with a mutually beneficial solution. Please let me know if you need any additional information to facilitate this request.

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

Sincerely,

[Your Name]