

Payment Plan Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss my current payment plan for [Specify Account or Loan Number] with [Company Name]. Due to unforeseen circumstances, I have experienced a change in my financial situation that has made it difficult for me to continue with the existing payment terms.

I kindly request your assistance in reviewing my account and discussing options for adjusting my payment plan. My goal is to maintain my commitment while ensuring that the payments remain manageable given my current financial status.

I would appreciate the opportunity to speak with you regarding possible alternatives, such as a lower monthly payment, an extension of the payment term, or any other options that may be available. Please let me know a convenient time for us to discuss this matter further.

Thank you for your understanding and support during this time. I look forward to your prompt response.

Sincerely,

[Your Name]