

Payment Agreement Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a modification to our existing payment agreement originally dated [Insert Original Agreement Date]. Due to [briefly explain reason for modification], I would like to discuss the following changes to our payment terms:

- Original Payment Amount: [Insert Amount]
- Proposed New Payment Amount: [Insert Amount]
- Original Payment Schedule: [Insert Schedule]
- Proposed New Payment Schedule: [Insert Schedule]
- New Payment Start Date: [Insert Date]

I believe that these adjustments will allow us to maintain a positive and productive relationship while ensuring that all obligations are met in a manageable manner. I am open to discussing this matter at your earliest convenience and hope to reach an agreement that works for both parties.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]