

Payment Schedule Negotiation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the current payment schedule related to [specific obligation or agreement] dated [insert date of agreement]. Due to [briefly explain reason for request, e.g., financial difficulties, unexpected expenses], I am finding it challenging to adhere to the existing payment terms.

I would like to propose a revised payment schedule that would allow me to meet my obligations more effectively. Specifically, I suggest the following adjustments:

- [Proposed new payment amount] due on [new due date]
- [Proposed payment frequency, e.g., monthly, bi-weekly]
- [Any additional adjustments or requests]

I believe that this revised schedule will allow me to fulfill my commitments while ensuring that we maintain a positive working relationship. I am open to discussing this further and am willing to consider any suggestions you may have.

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

Sincerely,

[Your Name]