

Payment Interval Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the possibility of adjusting the payment intervals for my account, [Account Number/Reference]. Due to [brief explanation of your situation], I believe that a modification in the payment schedule would be beneficial.

Currently, my payments are set to [current payment schedule]. I would like to propose a new payment interval of [proposed payment schedule], which I feel would allow me to manage my financial commitments more effectively.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information from my side or if we could schedule a time to discuss this matter in more detail.

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

Sincerely,

[Your Name]