

Proposal for Adjusted Payment Timeline

Date: [Insert Date]

To,

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

Dear [Recipient's Name],

Subject: Proposal for Adjusted Payment Timeline

We hope this message finds you well. We are reaching out to request a revision to our current payment schedule. Due to [insert reason such as unforeseen circumstances, cash flow issues, etc.], we believe that an adjusted timeline would benefit both parties.

Our proposed adjusted payment plan is as follows:

- Payment 1: [Amount] due on [New Date]
- Payment 2: [Amount] due on [New Date]
- Payment 3: [Amount] due on [New Date]

We understand the importance of timely payments and assure you that we are committed to meeting our obligations under this revised schedule. We would appreciate your understanding and support in this matter.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]