

# Request for Adjusted Payment Schedule

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

[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current payment schedule with [Company Name] regarding account number [Account Number].

Due to [briefly explain your reason - e.g., financial difficulties, unexpected expenses], I am finding it challenging to meet the existing payment deadlines. I kindly ask for your understanding and consideration in adjusting my payment schedule to [propose new terms - e.g., monthly payments, extended due dates].

I am committed to fulfilling my obligations and believe that this adjustment will enable me to manage my payments more effectively. I appreciate your time and understanding regarding this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]