

Request for Reduced Payment Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 a consideration for reduced payment terms regarding my account with [Company Name]. Due to [briefly explain reason such as financial difficulties, unexpected expenses, etc.], I am currently facing challenges in maintaining my regular payment schedule.

I kindly ask for your understanding and assistance in this matter. If possible, I would greatly appreciate an adjustment to my payment terms to better accommodate my current financial situation. I believe this temporary change would enable me to fulfill my obligations while effectively managing my finances.

Thank you for your attention to my request. I am hopeful for a favorable reply. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]