

Application for Flexible Payment Schedule

Date: _____

To,
[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Subject: Request for Flexible Payment Schedule

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally request a flexible payment schedule for my account (Account Number: _____). Due to unforeseen circumstances, I am facing temporary financial difficulties that affect my ability to meet the current payment terms.

I assure you that I am committed to fulfilling my obligation and wish to discuss an adjusted payment plan that accommodates my current situation. I propose the following payment schedule:

- New Payment Amount: _____
- Payment Frequency: _____ (e.g., Monthly, Bi-weekly)
- Proposed Start Date: _____
- Duration of Adjusted Schedule: _____

I appreciate your understanding and consideration in this matter. I am hopeful that a mutually agreeable arrangement can be made, allowing me to continue making payments without undue hardship.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Thank you for your attention to this request.

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