

Request for Payment Schedule Adjustment

[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 letter finds you well. I am writing to formally request an adjustment to my payment schedule for [specific service or account number]. Due to [brief explanation of circumstances], I am experiencing difficulties with the current payment plan.

To better manage my financial situation, I propose the following adjustments to the payment schedule:

- [Proposed new payment plan or terms]
- [Alternative suggestions, if applicable]

I believe that these adjustments will allow me to fulfill my obligations while navigating this challenging time. I appreciate your understanding and consideration of my request.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]