

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
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 plan for [specify the account or loan details]. Due to [briefly explain your reason, e.g., financial difficulties, unexpected expenses], I am finding it challenging to meet the existing payment terms.

I kindly ask if it would be possible to [suggest your proposed adjustments, e.g., lower monthly payments, an extended payment period]. I believe this adjustment will help me manage my finances more effectively and ensure that I remain compliant with my obligations to your company.

I appreciate your understanding and consideration of my request. Please let me know if we could discuss this matter further or if there are any documents you would need from my side to expedite this adjustment.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,
[Your Name]