

Payment Structure Alteration Request

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the existing payment structure for my account [Insert Account Number or Reference].

Due to [briefly explain reason for alteration, e.g., financial hardship, change in income], I would kindly ask for the following adjustments to my payment terms:

- Current Payment Amount: [Insert Current Amount]
- Proposed Payment Amount: [Insert Proposed Amount]
- Proposed Payment Schedule: [Insert Proposed Schedule]

I believe that this alteration will allow me to manage my payments more effectively while still meeting my obligations.

Thank you for considering my request. I look forward to your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email] should you have any questions or need further details.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]