

# Payment Timeline Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a revision to the payment timeline initially agreed upon for [specific project/service].

Due to [brief explanation of circumstances], I believe it would be beneficial for both parties to adjust the payment schedule as follows:

- **Payment 1:** [New date and amount]
- **Payment 2:** [New date and amount]
- **Payment 3:** [New date and amount]

I appreciate your understanding and flexibility regarding this matter. Please let me know if you are agreeable to this revised timeline or if there are any concerns you would like to discuss.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]