

Payment Schedule Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[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 amendment to my current payment schedule regarding [specify account or loan details, e.g., "Loan Number 123456"] due to [briefly explain reason, e.g., "unexpected financial circumstances"].

Currently, my scheduled payments are set at [current payment amount and frequency]. I would like to propose an adjustment to [propose new payment amount and frequency]. I believe this change will allow me to continue fulfilling my obligations without interruption.

I appreciate your understanding in this matter and am willing to discuss this further at your convenience. Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]