

# Payment Plan Modification Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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 propose a modification to my current payment plan associated with [briefly describe the account or service]. Due to [reason for modification, e.g., financial hardship], I am unable to continue with the original terms.

To ensure I can remain compliant with my obligations, I would like to suggest the following modification:

- New Payment Amount: [Insert New Amount]
- New Payment Schedule: [Insert New Schedule]
- Effective Date: [Insert Date]

I believe these adjustments will allow me to meet my obligations while maintaining my financial stability. I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]

[Your Contact Information]