

Temporary Payment Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a temporary adjustment to my payment terms for my account [Account Number]. Due to [briefly explain your situation, e.g., financial hardships, unexpected expenses], I am currently facing challenges that hinder my ability to maintain my regular payment schedule.

I would greatly appreciate it if you could consider my request for a temporary adjustment of [specify the adjustment you are requesting, e.g., reduced payment amount, extension of due date] for the next [specify duration, e.g., two months]. I believe that this adjustment will help me stabilize my financial situation and allow me to resume regular payments as soon as possible.

Thank you for considering my request. I value my relationship with [Company's Name] and hope to find a mutually agreeable solution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information.

Sincerely,

[Your Name]