Overdue 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 hope this message finds you well. I am writing to formally request an adjustment regarding the overdue payment associated with [Invoice Number/Account Details] due on [Original Due Date].

Due to [briefly explain your reason for the request, e.g., unexpected financial hardship, clerical error, etc.], I am unable to meet the original payment terms at this time. I kindly ask that you consider the possibility of a payment adjustment, such as a revised payment plan or an extended due date.

I value our business relationship and am committed to fulfilling my financial obligations. Thank you for your consideration, and I look forward to your understanding response.

Sincerely,

[Your Name]

[Your Position, if applicable]