

Adjusted Payment Schedule Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[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 adjustment to my payment schedule regarding [mention the loan, service, or account details]. Due to [briefly explain the reason for the request, e.g., financial hardship, unexpected expenses], I am experiencing difficulty in meeting the current payment terms.

I kindly request your consideration in updating my payment schedule to [propose your desired payment terms, e.g., extend the payment period, reduce payment amounts]. I believe this adjustment will enable me to fulfill my obligations while managing my current financial situation effectively.

Thank you for your understanding and consideration of my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]