

Flexible Payment Schedule Request

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a flexible payment schedule for my account, [Account Number or Reference], due to [brief explanation of your circumstances, e.g., financial difficulties, unexpected expenses, etc.].

I appreciate your understanding of my situation, and I would like to propose the following payment schedule:

- Payment 1: [Amount] due on [Date]
- Payment 2: [Amount] due on [Date]
- Payment 3: [Amount] due on [Date]

I believe that this arrangement will allow me to meet my obligations while also ensuring that I can manage my current financial circumstances effectively. I am committed to fulfilling my responsibilities and appreciate your consideration of my request.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]