

Payment Schedule Change Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a change to our existing payment schedule that we discussed in our previous meetings.

As per our agreement, the current payment schedule is as follows:

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

Due to [reason for change], I propose the following revised payment schedule:

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

I believe this new schedule will facilitate smoother transactions and benefit both parties involved. Please let me know your thoughts on this proposal. I am open to discussing any adjustments you may require.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]