

# Updated Payment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[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 updated payment arrangement for my account with [Company Name].

Due to [briefly explain reason, if applicable], I am unable to adhere to the original payment schedule. I am proposing the following revised payment plan:

- Payment Amount: [Insert Amount]
- Frequency: [Weekly/Bi-weekly/Monthly]
- Start Date: [Insert Date]

I appreciate your understanding and support regarding this matter. Please confirm if the proposed arrangement is acceptable or if there are any adjustments needed.

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

Sincerely,

[Your Name]

[Your Account Number, if applicable]