

Payment Restructuring Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to discuss a possible restructuring of your payment plan to ensure long-term financial stability for both parties. After reviewing your current financial situation, we believe that a revised payment schedule could be mutually beneficial.

Proposed Terms:

- Original Amount Due: [Insert Amount]
- New Total Amount: [Insert New Amount]
- New Payment Plan: [Insert Payment Plan Details]
- Effective Start Date: [Insert Date]
- Duration of New Plan: [Insert Duration]

We are committed to working with you to achieve a solution that supports your financial goals. If you agree to the terms outlined above, please sign and return the enclosed copy of this letter by [Insert Deadline].

If you have any questions or require further discussion, please do not hesitate to contact us at [Insert Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]