

# Payment Restructuring Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to discuss the current payment arrangement pertaining to [Specify the agreement or loan]. Due to [mention the reason, e.g., unforeseen circumstances], meeting the current payment terms has become increasingly challenging.

In light of this, we would like to propose a restructuring of our payment plan that can benefit both parties. We believe this adjustment will allow us to continue our partnership while ensuring that payment obligations are met in a more manageable way.

Our proposed changes are as follows:

- Modification of the payment schedule to [insert proposed schedule].
- Adjusting the payment amounts to [insert proposed amounts].
- Extending the agreement term to [insert new term].

We are committed to fulfilling our obligations and believe that this restructuring will foster a productive relationship moving forward. We welcome the opportunity to discuss this proposal and address any concerns you may have.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]