

Application for Revised Payment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revised payment plan due to financial hardship that I am currently experiencing. I have been a customer of [Company/Organization Name] since [Insert Year], and I value the relationship we have built.

Unfortunately, [briefly explain your financial situation, e.g., loss of job, medical expenses, etc.]. As a result, I am struggling to keep up with my current payment obligations.

I would greatly appreciate the consideration of a revised payment plan that aligns better with my current financial circumstances. I am committed to fulfilling my obligations and would like to propose [insert your proposed plan, e.g., reduced payment amount, extended payment period].

Thank you for your understanding and consideration of my request. I am hopeful that we can work together to find a suitable solution. Please let me know a convenient time for us to discuss this matter further.

Sincerely,

[Your Name]