

# Repayment Arrangement Change Suggestion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my current repayment arrangement concerning my account [Account Number]. Due to [brief explanation of circumstances, e.g., changes in financial situation], I would like to propose a modification to our existing agreement.

Currently, I am scheduled to make payments of [current payment amount] on [current schedule]. However, I would like to suggest the following changes:

- New payment amount: [Proposed payment amount]
- New payment schedule: [Proposed schedule, e.g., bi-weekly, monthly]

I believe that these adjustments will allow me to manage my finances more effectively while ensuring that I continue to meet my obligations.

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

Sincerely,

[Your Name]