

Subject: Request for Modification of Bi-Weekly Payment Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my current bi-weekly payment schedule concerning [specific account or obligation]. Due to [briefly explain your situation, e.g., financial hardship, unexpected expenses], I am finding it increasingly challenging to meet the current payment terms.

In light of these circumstances, I kindly ask if it would be possible to adjust my payment schedule to better align with my financial situation. I believe that a revised schedule of [propose a new payment schedule, e.g., monthly payments or a different bi-weekly arrangement] would allow me to fulfill my obligations more effectively.

I am committed to maintaining communication and keeping my account in good standing. I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation to support this appeal.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]