

Payment Schedule Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an adjustment to my bi-weekly payment schedule for the [specific payment or loan, if applicable]. Due to [brief explanation of circumstances, e.g., financial difficulties, change in income], I am unable to adhere to the current payment schedule.

Therefore, I kindly ask that you consider adjusting my payment plan to [proposed new schedule or amounts]. I believe this adjustment will ensure that I remain compliant with my obligations while also managing my finances effectively.

I appreciate your understanding and consideration regarding this matter. Please let me know if we can discuss this further or if you need any additional information from my side.

Thank you very much for your attention.

Sincerely,

[Your Name]