

Payment Schedule Alteration Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an alteration to my current bi-weekly payment schedule due to [brief explanation of reason]. I believe that adjusting the payment frequency to [new proposed schedule] would be beneficial for both parties.

My current payment schedule is as follows:

- Payment Amount: [Current Amount]
- Payment Dates: [List Dates]

I would like to propose the following alterations:

- New Payment Amount: [Proposed Amount]
- New Payment Dates: [List Proposed Dates]

I appreciate your consideration of my request and look forward to discussing this matter further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]