

Modification to Bi-Weekly Payment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to our current bi-weekly payment arrangement. Due to [reason for modification, e.g., financial circumstances, changes in income], I am seeking to adjust the payment schedule to better accommodate my situation.

Specifically, I propose to [describe the proposed new payment arrangement, e.g., extend the duration of payments, change the payment amount, etc.]. I believe this adjustment will allow me to meet my obligations more effectively while ensuring that I remain compliant with our agreement.

I appreciate your understanding and consideration of this request. Please let me know if we can arrange a time to discuss this matter further or if you require any additional information from my side.

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

Sincerely,

[Your Name]

[Your Contact Information]