

Request for Bi-Weekly Payment Plan Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of my current bi-weekly payment plan for [mention the specific account, loan, or service related].

Due to [briefly explain your situation, e.g., change in financial circumstances, unexpected expenses], I am finding it challenging to adhere to the existing payment arrangement.

I would greatly appreciate your consideration in modifying the payment terms to better suit my current financial situation. I propose to [suggest the new payment terms or request a discussion for options].

Thank you for your attention to this matter. I am hopeful for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]