

Subject: Proposal for Revised Payment Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the current payment schedule regarding [Project/Contract Name]. Due to [reason for request, e.g., unforeseen circumstances, changes in project scope], I would like to propose a revised payment plan that would be mutually beneficial.

Currently, the payments are structured as follows:

- Payment 1: [amount] due on [date]
- Payment 2: [amount] due on [date]
- Payment 3: [amount] due on [date]

To accommodate the current situation, I propose the following revised schedule:

- Payment 1: [new amount] due on [new date]
- Payment 2: [new amount] due on [new date]
- Payment 3: [new amount] due on [new date]

I believe this new arrangement will allow us to maintain our working relationship and ensure the successful continuation of the project. I am open to discussing this proposal further and would appreciate your feedback.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]