

# Application to Alter Payment Schedule

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an alteration to my current payment schedule for [specify loan, service, or agreement]. Due to [briefly explain reason, e.g., unexpected financial difficulties, changes in employment, etc.], I am unable to adhere to the original terms and kindly ask for your consideration in amending the schedule.

Specifically, I propose the following changes to my payment schedule: [outline your proposed changes clearly]. I believe this adjustment will allow me to manage my obligations more effectively while ensuring that I remain a valued customer of your organization.

I appreciate your understanding and consideration in this matter. Please let me know if you require any further information or documentation to facilitate this request. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]