

# Inquiry for Modifying Payment Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 modification to my current payment agreement regarding [specific account, loan, or service] for account number [insert account number].

Due to [briefly explain reason, e.g., unforeseen circumstances or financial hardship], I am unable to proceed with the current payment terms. I would like to discuss the possibility of modifying my payment schedule to better reflect my current financial situation.

I am committed to fulfilling my obligations and would appreciate your understanding and assistance in this matter. If possible, I would like to propose [insert your proposed payment terms, e.g., a lower monthly payment, extended payment period].

Please let me know a convenient time for us to discuss this further. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]