

# Letter for Submission of Payment Arrangement Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a modification to my existing payment arrangement due to [brief explanation of your situation, e.g., financial hardship, job loss, etc.]. I am currently unable to meet the original payment terms.

As of today, my account number is [Your Account Number]. I kindly ask you to consider adjusting the payment schedule to accommodate my current financial situation. I propose [insert your proposed new payment terms, such as amount and frequency].

I appreciate your understanding and assistance in this matter. I am committed to resolving my account and maintaining open communication with your office.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]