

# Request for Decreased Payment

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 hope this message finds you well. I am writing to formally request a decrease in the payment amount due for [insert service/product] due to [mention reason, e.g., unforeseen circumstances, financial hardship, etc.].

As a loyal [customer/client], I have always valued our relationship and wish to continue working together. However, [explain your situation briefly and clearly].

In light of these circumstances, I kindly ask if you would consider adjusting the payment amount to [insert proposed new amount] for the upcoming payment period. I greatly appreciate your understanding and support in this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]