

# Payment Plan Adjustment Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my current payment plan for [specific account or service]. Due to [brief explanation of circumstances], I am unable to adhere to the existing terms.

I would like to propose an adjusted payment plan that would allow me to manage my payments more effectively. I suggest the following terms:

- New Payment Amount: [Proposed Amount]
- Payment Frequency: [Weekly/Bi-weekly/Monthly]
- Duration of the New Plan: [Proposed Duration]

I believe this adjusted plan would enable me to fulfill my obligations while ensuring that I can maintain my financial stability. I appreciate your understanding and consideration of this request.

Thank you for your time. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]