

Formal Request for Payment Plan Adjustment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current payment plan regarding my account, [Account Number]. Due to [specific reason for request, e.g., financial hardship, change in income], I am unable to meet the current payment terms.

I sincerely value my relationship with [Creditor's Company] and aim to fulfill my obligations. To that end, I would like to propose a revised payment plan that would allow me to continue making payments while managing my financial situation more effectively. I am suggesting a new payment amount of [proposed amount] per month for [duration of proposed plan].

I believe that this adjustment would provide me the opportunity to fulfill my obligations while also ensuring that I can maintain my financial stability. I am open to discussing this matter further and would appreciate any consideration you could provide regarding my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]