

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to my current fee installment payment plan due to [brief explanation of circumstances, e.g., financial hardship, unexpected expenses].

As per our existing agreement, my monthly payment is set at [current amount]. However, I am unable to meet this requirement due to [specific reason]. I would like to propose an adjusted payment plan where I would pay [proposed amount] per month for the next [duration].

I appreciate your understanding and consideration of my request. I am committed to fulfilling my obligations and believe this modification will help me manage my payments more effectively.

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

Sincerely,

[Your Name]