

Adjustment Request for Invoice Payment Installments

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Invoice Number: [Insert Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the payment terms of the invoice referenced above. Due to [brief explanation of circumstances, e.g., unexpected financial constraints, temporary cash flow issues], I am unable to meet the existing payment schedule.

In light of this, I kindly request to modify the payment installments as follows:

- New payment amount: [Insert New Amount]
- New payment due dates: [Insert Revised Payment Schedule]

I appreciate your understanding and consideration regarding this matter. I am committed to fulfilling my obligations and ensuring that the outstanding amounts are paid in full. Please let me know if this adjustment is acceptable or if further discussion is needed.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]