

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Account Number: [Your Account Number]

Dear [Contact Person Name or Account Manager],

I am writing to formally request a temporary adjustment to my current payment plan for the above-referenced account. Due to [briefly mention reason, e.g., unexpected medical expenses / temporary reduction in income], I am finding it difficult to maintain the originally agreed-upon monthly installments.

I would like to propose a renegotiated payment schedule as follows:

- **Current Monthly Payment:** \$[Amount]
- **Proposed Temporary Payment:** \$[Amount]
- **Duration of Adjustment:** [Number of months, e.g., 3 months]
- **Proposed Start Date:** [Date]

I intend to resume my full regular payments starting on [Date when full payments will resume]. I am committed to fulfilling my financial obligations and believe this temporary adjustment will allow me to remain current on my account without falling into further delinquency.

Please let me know if this proposal is acceptable or if there is a specific form I need to complete to formalize this arrangement. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]