

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Offer for Temporary Hardship Repayment Plan

Dear [Customer Name],

Regarding Account Number: [Account Number]

Following our recent discussion regarding your financial situation, we are pleased to offer you a Temporary Hardship Repayment Plan. This plan is designed to help you manage your balance during this difficult period.

The Proposed Plan Terms:

- **Reduced Monthly Payment:** \$[Amount]
- **Plan Duration:** [Number] months
- **Start Date:** [Date]
- **End Date:** [Date]

Important Conditions:

1. Interest will continue to accrue at a rate of [Percentage]% during this period.
2. Payments must be received by the [Day] of each month.
3. Failure to make payments as agreed may result in the cancellation of this plan and the resumption of standard collection activities.

To accept this offer, please sign and return this letter by [Deadline Date] or call us at [Phone Number] to confirm your enrollment.

We are committed to working with you to resolve your outstanding balance. If your financial situation changes before the end of this plan, please contact us immediately.

Sincerely,

[Name of Representative]
[Title]
[Company Name]

Customer Acceptance:

I accept the terms of the Temporary Hardship Repayment Plan as outlined above.

Signature: _____ Date: _____