

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Approval of Temporary Monthly Payment Amount

Dear [Recipient Name],

We are writing to inform you that your request for a temporary adjustment to your monthly payment has been approved. This arrangement is intended to provide short-term financial relief based on your current circumstances.

Payment Details:

- **Approved Temporary Amount:** \$[Amount]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Payment Due Date:** [Day] of each month

Please note that this is a temporary agreement. Once the period listed above ends, your monthly payment will return to the original amount of \$[Original Amount] starting on [Date].

By making these temporary payments, you will remain in good standing; however, please be aware that [interest may still accrue / the remaining balance will be deferred].

If your financial situation changes before the expiration date, or if you have any questions regarding this adjustment, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]