

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

[Date]

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

RE: Counter-Offer for Debt Repayment - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing in response to your recent communication dated [Date of their letter] regarding the outstanding balance on my account. I am currently experiencing severe financial hardship due to being on a fixed income consisting of [mention source, e.g., Social Security/Pension].

While I acknowledge my debt, I am unable to meet the payment terms you have proposed. After reviewing my essential living expenses (housing, food, and medicine), I can offer a reduced monthly payment of \$[Amount] starting on [Date].

This is the maximum amount I can afford without compromising my basic needs. I request that you consider the following terms as part of this counter-offer:

- A temporary reduction of the monthly payment to \$[Amount] for a period of [Number] months.
- A waiver or reduction of interest rates during this period to ensure the balance decreases.
- A suspension of any late fees or penalties.

I am committed to resolving this debt and intend to resume regular payments if my financial circumstances improve. Please find enclosed [optional: proof of income/budget sheet] to verify my current situation.

Please notify me in writing if this counter-offer is acceptable. Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]