

[Your Name]  
[Your Address]  
[Your 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 [Recipient Name or Customer Service Team],

I am writing to formally notify you that I am experiencing financial hardship due to [mention reason, e.g., job loss, medical emergency, or reduced income]. Because of this situation, I am currently unable to meet my regular monthly payment obligations of \$[Current Payment Amount].

I am committed to fulfilling my debt and would like to propose a renegotiated payment plan. Based on my current financial assessment, I am able to pay \$[Proposed Amount] per month, starting on [Start Date]. I request that this arrangement remain in place for [Number of Months] months, at which time I hope to resume my standard payments.

In addition to this reduced payment, I kindly request that you consider waiving any late fees or interest penalties while I am adhering to this temporary plan.

Please let me know if this proposal is acceptable or if there are specific forms I need to complete to formalize this request. I appreciate your understanding and assistance during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]