

Letter of Debt Negotiation Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Company Name]

[Creditor's Company Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to discuss our current outstanding debt of [insert amount] that [Your Company Name] owes to [Creditor's Company Name]. Due to [briefly explain reason for financial difficulty, e.g., economic downturn, loss of a significant client], we are currently facing financial challenges that make it difficult to fulfill the debt obligations as originally agreed.

We value our relationship with you and would like to propose a negotiation regarding the terms of our debt. Specifically, we would like to discuss the possibility of a payment plan or reduced settlement amount that can allow us to meet our financial obligations while maintaining our business operations.

I would appreciate the opportunity to discuss this matter further. Please let me know a convenient time for us to connect over the phone or meet in person. Thank you for your understanding, and I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]