

Letter for Temporary Payment Reduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my current financial situation and request a temporary reduction in my payment obligations for [specify the service or loan]. Due to [briefly explain your situation, e.g., unexpected medical expenses, job loss, etc.], I am finding it challenging to meet the original payment terms.

I appreciate the services provided and wish to continue my relationship with [Company Name]. Therefore, I would like to propose a temporary reduction in my payments from [current payment amount] to [proposed payment amount] for [specify duration, e.g., three months]. This adjustment would greatly assist me during this challenging time.

I believe this arrangement will be beneficial for both parties, as it will allow me to manage my finances effectively while ensuring I can continue to meet my obligations without defaulting. I am hopeful for your understanding and consideration of my request.

Thank you for taking the time to review my request. I look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] should you wish to discuss this matter further.

Sincerely,

[Your Name]