

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Debt Management Company  
Company Address  
City, State, Zip Code

Dear [Debt Management Representative's Name],

I hope this letter finds you well. I am writing to formally request a review of my debt management plan.

Account Number: [Your Account Number]  
Current Balance: [Your Current Balance]

Given the recent changes in my financial situation, I believe a review of my plan is necessary to ensure it aligns with my current ability to make payments. I would appreciate the opportunity to discuss this matter at your earliest convenience.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,  
[Your Name]