

Debt Repayment Negotiation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your 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 debt situation and propose a negotiation for repayment terms on my account #[Account Number]. Due to [brief explanation of circumstances], I am struggling to meet the original repayment schedule.

I would like to suggest a revised payment plan that will allow me to make consistent payments while still fulfilling my obligation to settle this debt. I propose [outline your proposed plan, e.g., reduced monthly payment amount, extended payment period, etc.]. I believe this arrangement will be mutually beneficial and ensure that I can honor my commitment to paying off the debt.

I appreciate your understanding and support during this difficult time. I am hopeful we can come to a constructive agreement that works for both parties. Please let me know a suitable time for us to discuss this matter further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]