

# Application for Reduced Payment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a reduced payment plan for my account, [Your Account Number], due to [briefly explain your reason, e.g., financial hardship, unexpected expenses, etc.].

Given my current circumstances, I believe that a reduced payment plan would allow me to meet my obligations while managing my finances more effectively. I would like to propose a plan that involves [briefly outline your proposed payment plan, e.g., reduced monthly payments, extended payment terms, etc.].

I appreciate your understanding and consideration of my request. I am committed to fulfilling my responsibilities and hope to continue a positive relationship with [Company's Name].

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

Sincerely,

[Your Name]