

# Notice of Intentional Debt Reduction

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

**[Creditor's Name]**  
[Creditor's Address]  
[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to pursue a debt reduction for my account ([Account Number]) with your institution. Due to [brief explanation of circumstances - e.g., financial hardship, medical bills], I find myself in a position where I cannot meet the original repayment terms.

I propose that we discuss a possible settlement or reduced payment plan that would be manageable for me while allowing you to recover a portion of the outstanding balance. I believe this is in the best interest of both parties, and I am committed to resolving this matter amicably.

Please let me know a convenient time for us to discuss this matter further. I appreciate your understanding and look forward to your response.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]