

Request for Debt Account Reassessment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Contact Person or "Customer Service Team"],

I am writing to formally request a reassessment of my debt account with your organization. My account number is [Your Account Number]. Due to [reason for reassessment, e.g., financial hardship, changes in circumstances], I believe a review of my account is warranted.

I would appreciate your consideration of this request, and I would be grateful if you could provide me with the necessary information and steps to facilitate the reassessment process. I hope we can come to a mutually agreeable solution.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]