

Debt Repayment Plan Request

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 Name],

I hope this message finds you well. I am writing to formally request a debt repayment plan for my account #[Insert Account Number]. Due to [brief explanation of circumstances, e.g., job loss, medical expenses], I have been experiencing financial difficulties.

I would like to propose a repayment plan that allows me to gradually pay off my outstanding debt. I am committed to meeting my obligations and would appreciate your understanding and support during this challenging time. I propose the following payment schedule:

- Monthly Payment Amount: [Insert Amount]
- Payment Start Date: [Insert Start Date]
- Duration of Payment Plan: [Insert Duration]

Please let me know if you are open to discussing this proposal or if you have any alternative options. I am keen to resolve this matter amicably and appreciate your consideration.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]