

Secured Loan Debt Relief Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Bank Name]

[Company/Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request debt relief for my secured loan account number [Insert Account Number]. Due to [briefly explain your situation, e.g., unexpected financial difficulties, job loss, medical expenses], I am currently facing challenges in meeting my repayment obligations.

In light of my circumstances, I would like to explore options available for debt relief, including [list any specific requests, such as loan modification, payment reduction, or deferment]. My intention is to fulfill my obligations as much as possible and maintain a positive relationship with [Recipient's Company/Bank Name].

I have attached [mention any supporting documents, e.g., financial statements, unemployment letter] to provide further insight into my situation. I kindly request a review of my account and the consideration of my request for debt relief.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]