

Financial Obligation Adjustment Request

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Adjustment of Financial Obligation

I hope this message finds you well. I am writing to formally request an adjustment to my financial obligation with [Company/Organization Name], referenced under account number [Account Number].

Due to [brief explanation of circumstances, e.g., unexpected financial hardship, loss of income, etc.], I am currently facing difficulty in meeting the scheduled payments. I would greatly appreciate it if we could discuss an adjustment, such as [specific request, e.g., temporary reduction in payments, extended payment period, etc.].

I value my relationship with [Company/Organization Name] and am committed to fulfilling my obligations. I believe that with your understanding and assistance, we can reach a mutually agreeable solution.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]