

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an update regarding the terms of the debt repayment that we previously discussed.

Given my current financial circumstances, I would appreciate it if we could revisit the repayment schedule to ensure it aligns with my ability to meet the obligations. It would be helpful to have clarity on any potential adjustments that could be made.

Please let me know a convenient time for us to discuss this matter further. Thank you for your attention to this issue, and I look forward to your prompt response.

Sincerely,

[Your Name]