

Request for Temporary Holiday Debt Adjustment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Lender's Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As the holiday season approaches, I am reaching out to discuss my current financial situation and to seek a temporary adjustment to my debt obligations with [Company/Lender's Name].

Due to unforeseen circumstances, including [briefly explain reason, e.g., loss of income, medical expenses], I am facing challenges in maintaining my regular payments. I would like to request a temporary adjustment to my payment schedule for the next [specify duration, e.g., two months] to alleviate the financial pressure during this holiday season.

I believe that this temporary adjustment will allow me to stabilize my finances, and I am committed to resuming the regular payment terms thereafter. I appreciate your understanding and consideration of my request.

Please let me know if you require any additional information or documentation to support my request. I look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Name]