

Request for Altered Debt Payment Method

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company 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 alteration to my current debt payment method for my account with [Company Name]. Due to [briefly explain your situation, e.g. financial hardship, change in circumstances], I am finding it challenging to continue with my existing payment plan.

I would like to propose [insert your proposed new method, e.g. a different payment schedule, reduced payment amount, etc.]. I believe this adjustment will enable me to fulfill my obligations while managing my finances more effectively.

I appreciate your understanding and consideration regarding my request. I am committed to making my payments and hope to find a mutually beneficial solution. Please let me know if we can discuss this matter further.

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

Sincerely,

[Your Name]