

Request for Proxy Debt Payment Processing

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your assistance with processing a proxy payment for my outstanding debt with [Creditor's Name]. Due to [brief explanation of circumstances, e.g., unforeseen circumstances], I am unable to make the payment myself at this time.

To facilitate this process, I have included the necessary information regarding the debt and my account:

- Account Number: [Your Account Number]
- Amount Due: [Amount]
- Due Date: [Due Date]

I am authorizing [Proxy's Name] to make the payment on my behalf. Please find their contact information below:

[Proxy's Name]

[Proxy's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Thank you for your attention to this matter. I would appreciate your prompt processing of this request, and I look forward to your confirmation.

Sincerely,

[Your Name]