

# Debt Administrative Update

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Update on Financial Hardship Request

Dear [Recipient Name],

We are writing to update you regarding your recent request for financial hardship assistance related to your debt with us.

After reviewing your application and the supporting documents provided, we acknowledge your current financial situation and understand the challenges you are facing. We want to assure you that we are here to work with you during this difficult time.

Your request for temporary reduction in payments has been approved. Effective [Insert Start Date], your new payment amount will be [Insert New Payment Amount], until [Insert End Date]. We advise you to keep us informed about any changes in your situation so we can continue to assist you.

Please feel free to reach out if you have any questions or need further assistance.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Contact Information]