

# Debt Adjustment Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Creditor's Name]

[Creditor's Company]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to propose a balanced debt adjustment plan regarding my outstanding balance of [insert amount] on my account number [insert account number]. Due to [brief explanation of your financial situation], I am currently experiencing financial difficulties that make it challenging for me to meet my payment obligations as they stand.

To resolve this matter and ensure that I can continue to meet my payments, I propose the following adjustments:

- A reduction in the total balance owed to [insert proposed amount].
- A revised payment plan that includes monthly payments of [insert proposed monthly payment] over a period of [insert duration].
- Waiving any late fees associated with my account.

I believe that this proposal is fair and balanced, and it allows me to honor my commitment to you while providing me with the necessary flexibility to improve my financial situation.

I would appreciate the opportunity to discuss this proposal further. Please feel free to contact me at [your phone number] or [your email] at your earliest convenience.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]