

Request for Compassionate Collection Practices

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of my account with [Company Name], account number [Account Number]. Due to [briefly explain your situation, e.g., financial hardship, medical issues], I am seeking compassionate collection practices regarding my outstanding balance.

I appreciate your understanding and support during this difficult time. I am committed to resolving this matter and would like to discuss potential payment arrangements that could better accommodate my current financial situation.

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

Sincerely,

[Your Name]