

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

Creditor's Name
Creditor's Address
City, State, Zip Code

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally request alternative repayment options for my account, which is currently under your management. Due to [brief explanation of financial hardship or situation], I am facing difficulty in meeting the current repayment terms.

In light of my situation, I would like to explore possible alternatives that could assist me in fulfilling my obligation while managing my financial constraints. Some options I am considering include a revised repayment plan, reduced monthly payments, or any other arrangements you may offer.

I am committed to resolving this matter and believe that with a mutually agreeable solution, I can maintain my account in good standing. I appreciate your understanding and cooperation in this challenging time.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]