

Confirmation Request for Account Re-Aging

[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 the re-aging of my account, [Account Number], which is currently under review.

Due to [brief explanation of circumstances, e.g., financial hardship, medical issues], I believe that a re-aging of my account would be beneficial.

I kindly ask for a confirmation of this request and any necessary steps I may need to undertake to facilitate this process.

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

Sincerely,

[Your Name]