

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

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], with [Company Name]. Due to [brief explanation of circumstances, e.g., financial difficulties, medical issues], I would like to discuss the possibility of adjusting the account status to reflect my current situation.

Having been a customer since [Year], I value the relationship I have built with [Company Name] and am committed to fulfilling my obligations. I believe that re-aging my account will allow me to manage my payments more effectively.

Please let me know what documentation or information you may require to facilitate this process. I appreciate your understanding and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]