

# **Urgent Request for Account Balance Relief**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request relief on my account balance due to unforeseen financial hardship that I am currently experiencing. My account number is [Insert Account Number].

Due to [briefly describe your hardship, e.g., job loss, medical emergency, etc.], I find myself unable to meet my financial obligations at this time. I kindly ask for your understanding and support in considering my situation.

I would greatly appreciate any assistance you can provide, such as a temporary reduction of my balance, a payment plan, or any other relief options available for my account.

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

Sincerely,

[Your Name]