

# Request for Temporary Payment Decrease

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a temporary reduction in my payment obligations due to my recent job loss.

As of [Insert Job Loss Date], I have been laid off from my position at [Insert Company Name]. This unexpected situation has placed a significant financial strain on me, making it challenging to meet my current payment commitments.

I kindly request a temporary adjustment to my payment terms for [Specify Duration]. I believe that during this time, I can explore new opportunities to secure my financial stability.

I appreciate your understanding and support during this difficult time. Please let me know if you need any further information or documentation regarding my situation.

Thank you very much for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]