

# Request for Temporary Payment Reduction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a temporary reduction in my payment obligations due to unforeseen financial hardship I am currently experiencing.

Due to [briefly explain your situation, e.g., loss of job, medical emergencies], I am facing difficulties in meeting my existing financial commitments. As a result, I kindly request that you consider reducing my payments for the next [specify duration] to assist me during this challenging time.

I value my relationship with [Company's Name] and appreciate the services you provide. I am committed to maintaining my account in good standing and will work diligently to resume normal payments as soon as my situation improves.

Thank you for considering my request. I hope to hear from you soon and look forward to your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]