

Notification of Need for Support

Date: [Insert Date]

To: [Credit Card Company Name]

Account Number: [Insert Account Number]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally notify you of my current situation regarding my credit card obligations. Due to unforeseen circumstances, including [briefly describe the circumstances, e.g., job loss, medical emergency], I am experiencing financial difficulties that have made it challenging to meet my payment obligations.

I sincerely value my relationship with [Credit Card Company Name] and am committed to fulfilling my financial responsibilities. I am seeking your support and guidance during this difficult time. I would appreciate any assistance you could provide, such as a temporary payment plan, deferment options, or any other programs available for customers in distress.

Please let me know the necessary steps to proceed and any documentation required to support my request. Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]