

Financial Hardship Payment Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a payment plan in light of my current financial hardship. Due to [briefly explain your situation, e.g., loss of income, medical expenses], I am unable to meet my financial obligations as previously agreed.

To address this issue, I propose the following payment plan:

- Payment Amount: \$[Insert Amount]
- Payment Frequency: [e.g., weekly, bi-weekly, monthly]
- Start Date: [Insert Start Date]
- Duration: [Insert Duration, e.g., 6 months, 1 year]

I assure you that I am committed to fulfilling my responsibilities and hope this proposal meets with your approval. I am open to discussing this further and making any amendments to better suit the situation.

Thank you for considering my request. I appreciate your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]