

Repayment Plan Negotiation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, ZIP Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to discuss my current repayment situation regarding my account [Account Number]. Due to [explain your situation briefly, e.g., unforeseen financial difficulties], I am unable to meet the original terms of my repayment plan.

To resolve this situation, I would like to propose a revised repayment plan. I believe a monthly payment of [Proposed Amount] would be manageable for me to ensure that I can keep up with my obligations. I am committed to settling this debt and maintaining communication throughout this process.

Please let me know if this proposal is acceptable or if we can arrange a time to discuss this further. I appreciate your understanding and cooperation in this matter.

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

Sincerely,

[Your Name]