

Hardship Request for Reduced Payment

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name or Title],

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

As of [insert specific date], I have encountered significant difficulties due to [briefly explain the hardship, e.g., job loss, medical emergency, etc.]. This situation has made it challenging for me to meet my current payment schedule.

I greatly value my relationship with you and have every intention of honoring my debts. I am therefore requesting that you consider a reduced payment plan of [insert proposed amount] for the next [insert duration, e.g., 3 months]. I believe this adjustment will allow me to regain my financial footing.

Thank you for considering my request. I hope to hear back from you soon to discuss this matter further. I can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Account Number if applicable]