

Letter of Demand for Assistance with Repayment Plans

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance regarding my current repayment plan with [Company/Organization Name]. Due to [explain your circumstances briefly, e.g., unexpected financial hardship, medical expenses], I am finding it increasingly difficult to meet my payment obligations.

As of today, my outstanding balance amounts to [insert amount]. I value my relationship with [Company/Organization Name] and am committed to fulfilling my financial responsibilities. Therefore, I am requesting a meeting to discuss possible adjustments to my repayment plan that would allow me to manage my payments more effectively.

I appreciate your understanding and assistance in this matter. I believe that together we can find a solution that works for both parties. Please feel free to contact me at your earliest convenience to schedule a time to discuss this further.

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

Sincerely,

[Your Name]