

Payment Restructuring Outline

Date: [Insert Date]

From: [Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Email]
[Your Phone Number]

To: [Creditor's Name]
[Creditor's Address]
[Creditor's City, State, Zip Code]

Subject: Request for Payment Restructuring

Dear [Creditor's Name],

I hope this message finds you well. I am writing to discuss my current financial situation regarding my account [Account Number] with [Creditor's Company]. Due to [brief explanation of reason for restructuring request, e.g., unexpected medical expenses, job loss, etc.], I am facing difficulty in meeting my current payment obligations.

Proposal for Restructuring

I would like to propose the following restructuring plan:

- New Payment Amount: [Proposed Amount]
- Payment Frequency: [Weekly/Bi-weekly/Monthly]
- Proposed Duration of Restructuring: [Time Period]
- Possible Waivers or Adjustments: [Any requested waivers or adjustments]

I believe this plan will allow me to meet my obligations in a more manageable way while ensuring that payments continue to be made towards the outstanding balance.

Request for Cooperation

I kindly ask for your cooperation in this matter and would appreciate your prompt response. I am hopeful that we can reach a mutually beneficial agreement.

Thank you for your time and understanding. Please feel free to reach me at [Your Phone Number] or [Your Email] to discuss this proposal further.

Sincerely,

[Your Name]