

Payment Restructuring Proposal

Date: [Insert Date]

To: [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 formally request a restructuring of my current payment arrangements due to unforeseen financial challenges that have arisen.

As you may be aware, [briefly explain your financial situation, e.g., "recent medical expenses have impacted my ability to make my scheduled payments"]. I am committed to fulfilling my obligations and am seeking your assistance in this matter.

I propose the following restructuring plan to ease my financial burden:

- Reduce monthly payments to [Proposed Amount] for the next [Proposed Duration]
- Extend the repayment period by [Proposed Extension Period]
- Waive any late fees or penalties incurred during this period

I believe that this plan will enable me to meet my obligations while ensuring that we can maintain a positive working relationship. I appreciate your understanding and consideration of my situation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this proposal further.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]