

Payment Reduction Negotiation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss my current financial situation and to negotiate a possible reduction in my payment obligations for [specify loan or service]. Due to [briefly explain your circumstances, e.g., job loss, medical expenses], I am finding it increasingly difficult to meet my current payment terms.

I greatly value my relationship with your company and have always endeavored to meet my obligations. To continue honoring my commitment, I would like to propose a temporary reduction in my payment amount to [propose a new amount] for the next [specify duration]. I believe that this adjustment will help me regain a stable financial footing.

I appreciate your consideration of my request and would be grateful for the opportunity to discuss this matter further. Please feel free to contact me at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]