

# Subject: Request for Assistance Due to Financial Hardship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Person's Name],

I am writing to inform you of my current financial difficulties which have affected my ability to make timely payments on my credit card account ([Account Number]). Due to [brief explanation of the situation, e.g., loss of income, medical expenses], I have fallen behind on my payments.

As a loyal customer, I would like to request assistance or alternative payment arrangements that could help me manage my current situation. I am eager to rectify my account and continue my relationship with [Credit Card Company Name].

Please let me know what options are available or if you require any documentation to support my request.

Thank you for your understanding and assistance during this challenging time.

Sincerely,

[Your Name]