

Request for Credit Card Debt Assistance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company 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 credit card debt. Due to [brief explanation of circumstances, e.g., unexpected medical expenses, job loss, etc.], I have been experiencing difficulty managing my payments.

As of today, my outstanding balance is [insert amount]. I have consistently made payments; however, my current financial situation makes it challenging to keep up. I am seeking your guidance and support to explore possible options such as [mention any specific assistance needed, e.g., a payment plan, debt consolidation, etc.].

Please let me know what documentation is required to facilitate this process. I am eager to resolve this matter promptly and would appreciate any assistance or alternatives you could offer.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]