

# Application for Revised Debt Repayment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a revised debt repayment arrangement regarding my outstanding account with [Company/Organization Name], account number [Insert Account Number].

Due to [briefly explain your current financial situation, e.g. loss of employment, medical expenses], I am unable to meet the current repayment terms. I wish to propose a new repayment plan that takes into consideration my financial circumstances.

Specifically, I would like to request [outline your proposed terms, e.g. lower monthly payments, extended payment period]. I believe that this adjusted arrangement will allow me to meet my obligations more effectively while also ensuring that [Company/Organization Name] continues to receive payments towards my debt.

I am committed to resolving this matter and believe that with your understanding and support, we can arrive at a mutually beneficial agreement. I would appreciate it if you could review my request and I am available to discuss this matter further at your convenience.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]