

Demand for Flexible Repayment Plans

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a flexible repayment plan regarding my outstanding account balance with [Company's Name]. Due to [briefly explain your situation, e.g., financial difficulties, health issues], I am unable to adhere to the current repayment schedule.

To address this matter, I propose a revised repayment plan that would allow for [mention specifics, e.g., lower monthly payments, extended repayment period]. I firmly believe that a more manageable plan will enable me to meet my obligations without further compromising my financial stability.

I appreciate your consideration of my request, and I am willing to discuss this matter at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]