

Request for Temporary Payment Relief

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 temporary payment relief for my account ([Account Number or Reference]) due to [briefly explain your circumstances, e.g., unexpected financial hardship, medical expenses, job loss].

Due to these unforeseen circumstances, I am unable to meet my payment obligations for the upcoming [insert time frame, e.g., month, quarter]. I kindly request a temporary suspension or reduction of my payments during this period. I assure you that I am committed to fulfilling my payment obligations and will work diligently to rectify my situation as soon as possible.

I would appreciate any assistance or alternative payment options you can offer. Please let me know if you require any additional information or documentation to support my request.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]