

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request temporary payment relief on my account [Account Number/Identifier], due to unforeseen circumstances that have impacted my financial situation.

Unfortunately, [briefly describe your situation, e.g., "I recently lost my job due to company downsizing," or "I am facing unexpected medical expenses"]. This has made it challenging for me to meet my current payment obligations.

I am requesting a temporary relief period of [specific duration, e.g., "three months"] during which I would appreciate any deferment or reduction in my payments. I am committed to resolving this situation and ensuring my account remains in good standing once I am back on my feet.

Thank you very much for your consideration. I am hopeful for a compassionate response regarding my request. Please feel free to reach me at [your phone number] or [your email] should you need any further information.

Sincerely,
[Your Name]