

Letter of Request for Payment Hardship Consideration

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request your consideration for a hardship payment arrangement regarding my account ([Account Number]). Due to unforeseen circumstances, including [briefly explain your situation], I am currently experiencing financial difficulties.

I have always been committed to fulfilling my financial obligations, but at this time I am unable to manage the current payment schedule. I kindly request your assistance in discussing a modified payment plan that would better suit my current financial situation.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. I look forward to your prompt response.

Sincerely,

[Your Name]