

Negotiation Letter for Lowered Payment Option

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

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the current payment terms associated with my account [Account Number or Reference]. Given my recent financial situation, I am seeking your consideration for a lowered payment option.

Due to [brief explanation of circumstances, e.g., unforeseen medical expenses, loss of employment, etc.], I am finding it increasingly challenging to meet the original payment terms. I greatly value my relationship with your company and wish to maintain my account in good standing.

I would like to propose a new payment arrangement of [propose specific terms, e.g., reduced monthly payment amount or longer term], which I believe will allow me to fulfill my obligations more comfortably while ensuring continued payments.

I appreciate your understanding and consideration of my request. Please let me know if we can discuss this matter further. I am eager to find a mutually beneficial solution that allows me to continue my relationship with your company.

Thank you for your time and understanding.

Sincerely,
[Your Name]