

Notice for Reduced Payment Proposal

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Proposal for Reduced Payment

I hope this letter finds you well. I am writing to formally propose a reduction in my monthly payment obligations due to [briefly explain the reason, e.g., financial hardship, medical expenses, etc.].

As of now, my current payment amount is [current payment amount], and I would like to propose a temporary reduction to [proposed payment amount]. I believe this adjustment will help me manage my financial situation better while still meeting my obligations.

I appreciate your understanding and consideration of my proposal. Please let me know if we can discuss this matter further or if additional information is required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]