

Proposal for Reduced Monthly Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally propose a reduction in my monthly payment obligations regarding my account [account number or other identifier] due to [briefly explain reason, e.g., financial hardship, unexpected expenses, etc.].

Due to the aforementioned reasons, I am experiencing difficulties in maintaining the current payment structure. Therefore, I would like to request a temporary adjustment to my monthly payments. I propose reducing my payments to [proposed amount] per month for [duration of the proposed adjustment].

I believe this adjustment will enable me to remain compliant with my obligations without defaulting on my account. I am committed to making timely payments and will reassess my financial situation regularly to determine when I might be able to return to the standard payment plan.

Thank you for considering my proposal. I look forward to your positive response. Please feel free to contact me at [your phone number] or [your email] to discuss this matter further.

Sincerely,

[Your Name]