

Request for Temporary Payment Reduction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a temporary reduction in my payment obligations due to [brief explanation of your situation, e.g., financial hardship, job loss, medical issues].

As a loyal customer, I have always made my payments on time, and I value my relationship with [Company Name]. However, due to my current situation, I am unable to meet my payment commitments as originally agreed.

I would greatly appreciate it if you could consider a temporary reduction of my payments for the next [specify duration, e.g., three months]. After this period, I expect to be in a better position to resume my previous payment terms.

Thank you for considering my request. I am hopeful for your understanding and support during this challenging time. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]