

Appeal for Reduction of Debt Amount Owed

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name or appropriate title],

I am writing to formally request a reduction in the amount of debt I owe to your organization. My account number is [Insert Account Number]. Due to [briefly explain your circumstances, such as financial hardship, job loss, medical expenses, etc.], I am currently facing challenges that have made it difficult for me to meet my financial obligations.

I deeply value my relationship with [Creditor's Name] and am committed to resolving this matter. I hope to work together to create a manageable repayment plan or alternative solutions that could lessen the financial burden on me.

I kindly ask you to consider my request for a reduction in the total debt amount owed. I believe that a revised agreement would not only benefit me but also allow you to recover a portion of the debt more effectively.

Thank you for considering my appeal. I hope to hear from you soon to discuss this matter further.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]