

Negotiation Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a negotiation regarding my outstanding debt, associated with account number [Insert Account Number]. Due to unforeseen circumstances, I have encountered financial difficulties that have made it challenging for me to meet my current payment obligations.

Understanding my responsibilities, I wish to explore potential options that may allow us to reach a mutually beneficial agreement. I propose the following options for your consideration:

- Reduced lump-sum payment: [Insert Amount]
- Revised payment plan: [Insert Proposed Payment Plan]

I believe that with open communication, we can find a resolution that works for both parties. I kindly request you to reconsider the current terms of my debt and I am hopeful for a favorable response.

Thank you for considering my request. I look forward to your prompt reply.

Sincerely,

[Your Name]