

# Request for Hold on Debt Collection

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, ZIP Code]

Dear [Creditor's Name],

I am writing to formally request a hold on the debt collection activities related to my account, [Your Account Number]. Due to [brief explanation of reason for request, e.g., financial hardship, medical issues], I am unable to meet my repayment obligations at this time.

As a result, I kindly ask that you suspend all collection actions until [proposed date or duration], allowing me time to address my financial situation. I am committed to resolving this matter and will keep you updated on my progress.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]