

Letter of Intent to Negotiate Payment Deferral

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 message finds you well. I am writing to formally express my intention to negotiate a payment deferral on my current debt with [Company's Name], account number [Account Number]. Due to [brief explanation of circumstances, e.g., temporary financial hardship, job loss], I am experiencing difficulties in meeting my payment obligations as per the original agreement.

To ensure that I can continue to honor my debt commitments, I would like to discuss the possibility of deferring my upcoming payments for [specify duration, e.g., three months], followed by [suggest what you can afford post-deferral, if applicable]. I believe this arrangement can help me stabilize my financial situation while still honoring my debt with your organization.

I appreciate your understanding in this matter and hope to arrange a meeting or phone call to discuss this request in detail. Please feel free to contact me at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]