

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the suspension of any debt recovery actions currently being undertaken against me regarding account number [Account Number]. Due to unforeseen circumstances, I am experiencing financial difficulties that I am actively working to resolve.

I kindly ask you to pause any recovery actions while I work towards arranging a feasible repayment plan. I believe this will lead to a more amicable resolution of my debt.

Please let me know if you require any additional information or documentation to process this request. I appreciate your understanding and cooperation during this difficult time.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]