

Request for Debt Payment Negotiation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss my current financial situation and to request a negotiation regarding my outstanding debt with [Company/Organization Name]. Due to unforeseen circumstances, I have encountered difficulties that have hindered my ability to make timely payments.

With this letter, I would like to propose a modified payment plan or settlement terms that could make it more manageable for me to fulfill my debt obligations. I believe that by working together, we can reach a mutually beneficial agreement.

I appreciate your understanding and look forward to your response. Thank you for considering my request.

Sincerely,

[Your Name]