

# Temporary Debt Relief Agreement

Date: [Insert Date]

From: [Your Company Name]

Address: [Your Company Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email Address]

To: [Vendor Name]

Address: [Vendor Address]

City, State, Zip: [Vendor City, State, Zip]

## **Subject: Temporary Debt Relief Agreement**

Dear [Vendor Name],

We hope this letter finds you well. Due to unforeseen circumstances, we are requesting a temporary debt relief agreement regarding our outstanding balance with your company.

We propose the following terms for this temporary agreement:

- Amount owed: [Insert Amount]
- Temporary relief period: [Insert Duration]
- Payment plan during relief period: [Insert Payment Terms]
- Review and adjustment date: [Insert Date]

We believe that this agreement will benefit both parties and allow us to fulfill our obligations in a manageable way during these challenging times.

Please review this proposal and feel free to reach out if you have any questions or require further details. We appreciate your understanding and support.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]