

Credit Card Debt Reduction Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about the possibility of reducing my credit card debt with your institution. My account number is [Insert Account Number], and I have been a customer since [Insert Year].

Due to [briefly explain your situation, e.g., financial hardship, medical expenses], I am currently facing challenges in managing my credit card payments. I would like to explore any available options for debt reduction or hardship programs that might assist me in my situation.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]