

Credit Cardholder Contract Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Adjustment of Contract Terms

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request an adjustment to my existing credit cardholder contract with [Credit Card Company Name]. My account number is [Account Number].

Due to [briefly explain the reason for the adjustment request, e.g., financial hardship, change in employment, etc.], I believe that it would be beneficial for both parties to consider the following adjustments:

- [Adjustment request 1]
- [Adjustment request 2]
- [Adjustment request 3]

I appreciate your attention to this matter and kindly ask for a prompt response regarding this request. Please feel free to reach me at the contact information provided above should you need any further details.

Thank you for considering my request.

Sincerely,

[Your Name]