

Inquiry Regarding Flexible Repayment Structure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of establishing a flexible repayment structure for my existing financial obligations with [Company/Organization Name].

Due to [brief explanation of your circumstances, e.g., unforeseen financial difficulties, changes in income], I am seeking options that would allow for more manageable repayment terms. I believe that a flexible repayment plan could benefit both parties and ensure the continuation of my commitment.

Could you please provide any information regarding available options for a flexible repayment structure? Additionally, I would appreciate any documentation or guidelines that outline the process involved.

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

Sincerely,

[Your Name]