

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Creditor Name]  
[Contact Person/Department]  
[Creditor Address]  
[City, State, Zip Code]

**RE: Letter of Intent for Debt Restructuring**

Account Number: [Your Account Number]

Dear [Contact Person or Customer Service Department],

I am writing this letter to formally express my intent to restructure my outstanding unsecured debt with your institution. Currently, I am experiencing significant financial hardship due to [briefly state reason, e.g., job loss, medical emergency, or economic downturn], which has made it difficult to meet my current payment obligations.

I value my relationship with [Creditor Name] and am committed to fulfilling my financial obligations. To avoid default, I am proposing a restructuring of the current terms. My proposed plan includes:

- A reduction of the current interest rate to [Proposed Rate]%.
- An extension of the repayment term to [Number] months.
- A revised monthly payment of \$[Amount] effective [Start Date].

Attached to this letter, you will find documentation supporting my financial status, including [list documents, e.g., recent pay stubs, bank statements, or a hardship letter].

I request that you review this proposal and provide a written response regarding its feasibility. I am open to discussing alternative arrangements that would be mutually beneficial. Please contact me at [Phone Number] or [Email Address] to discuss this further.

Thank you for your time and consideration of my request.

Sincerely,

[Your Signature]

[Your Printed Name]