

[Client Name]
[Client Address]
[City, State, Zip Code]
[Date]

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

RE: Letter of Intent - Formal Representation and Debt Restructuring Request
Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally notify you that I have retained [Name of Representative/Firm] to represent me in all matters regarding the restructuring of my outstanding debt with [Creditor Name].

Due to [Briefly state reason: e.g., unexpected financial hardship, medical expenses, or business downturn], I am currently unable to meet the original payment terms of my agreement. However, I am committed to resolving this obligation and intend to propose a formal restructuring plan.

Through this Letter of Intent, I am requesting that we enter into negotiations to modify my current debt obligations. Potential restructuring terms for discussion may include:

- Reduction of the total principal balance;
- Adjustment of the current interest rate;
- Extension of the repayment term;
- A temporary moratorium on payments.

Effective immediately, please direct all future correspondence, negotiations, and documentation regarding this account to my representative at the following address:

[Representative Name/Firm]
[Representative Address]
[Representative Phone Number]
[Representative Email]

I request that you cease direct contact with me regarding the collection of this debt while these negotiations are in progress. We look forward to reaching a mutually beneficial agreement.

Sincerely,

[Your Signature]

[Your Printed Name]