

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Creditor Name]

[Creditor Address]

[City, State, Zip Code]

RE: Letter of Intent for Debt Restructuring - Account No: [Your Account Number]

Dear [Contact Person Name or Billing Department],

I am writing this letter to formally express my intent to restructure my outstanding debt with [Creditor Name]. Due to unforeseen financial hardships, I am currently facing significant liquidity challenges that hinder my ability to meet the current payment terms.

My primary goal is to avoid filing for bankruptcy and to ensure that your company receives the maximum possible recovery on the balance owed. I am committed to fulfilling my obligations and propose a restructuring of the debt to create a sustainable payment plan.

I would like to propose the following terms for your consideration:

- [Proposed Action: e.g., A reduction in the total principal balance]
- [Proposed Action: e.g., A lower interest rate of X%]
- [Proposed Action: e.g., An extension of the payment term to X months]
- [Proposed Action: e.g., A temporary moratorium on payments for X months]

I have attached a summary of my current financial position to demonstrate the necessity of this request. I am confident that this restructuring will allow me to stabilize my finances while providing a guaranteed path for repayment to [Creditor Name].

I request a meeting or a telephone call within the next [Number] days to discuss this proposal in further detail. Thank you for your time and for your willingness to work toward a mutually beneficial resolution.

Sincerely,

[Your Signature]

[Your Printed Name]