

[Your Name]
[Your Address]
[Your Phone Number]
[Your Account Number]

[Date]

[Creditor Name]
[Creditor Address]

Subject: Request for Protection Balance Reduction due to Financial Hardship

To Whom It May Concern,

I am writing to formally request a reduction of the outstanding balance on my account. Currently, I am experiencing significant financial hardship that makes it impossible for me to meet my full payment obligations.

My financial situation has changed due to [Reason for hardship, e.g., job loss, medical emergency, or family crisis]. As a result, my income has been severely reduced, and I am struggling to cover basic living expenses.

I am committed to resolving my debt, but I need your assistance to do so. I am requesting that you consider a one-time principal balance reduction or a settlement offer of [Insert Amount You Can Pay]. If an agreement is reached, I am prepared to pay this amount by [Insert Date].

Attached are documents supporting my current financial status, including [List documents, e.g., pay stubs, medical bills, or bank statements].

Thank you for your time and for considering my request. I look forward to hearing from you soon to discuss a possible resolution.

Sincerely,

[Your Signature]

[Your Printed Name]