

[Your Name]
[Your Address]
[City, State, Zip Code]
[Account Number]

[Date]

[Creditor Name]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Formal Request for Debt Restructuring due to Financial Hardship

Dear Customer Service Department,

I am writing this letter to formally notify you that I am currently experiencing significant financial hardship. Due to [mention reason, e.g., job loss, medical emergency, or family crisis], I am unable to meet my current monthly payment obligations of \$[Amount].

I am acting in good faith and wish to fulfill my financial obligations to your company. Therefore, I am requesting a restructuring of my current debt. Specifically, I would like to propose the following adjustment(s):

- A temporary reduction of my monthly payment to \$[Amount] for a period of [Number] months.
- A temporary suspension of interest charges or a reduction in my current interest rate.
- A revised payment schedule that aligns with my current income.

I have attached [mention documents, e.g., proof of income, medical bills, or termination notice] to support my claim of hardship. I am committed to resuming full payments as soon as my financial situation stabilizes.

Please review my request and provide a written response regarding any available assistance programs or a confirmation of a modified payment plan. I would appreciate it if you could refrain from reporting this as a delinquency while we are negotiating this restructuring in good faith.

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]