Dear (Name of Creditor)

Due to (explain reason) I am experiencing financial difficulty and am asking you to accept a reduced payment for (give period of time).

I would appreciate your consideration in this matter, as I am not able to meet the regular payments of \_\_\_\_\_. I request that you accept \_\_\_\_\_ per month during this emergency.

Please do not place my account in the hands of a collection agency. I wish to deal with you directly.

Would you consider withholding interest on my account? I do not wish to go further in debt.

I have been a customer of your organization for \_\_\_ years and have always paid my bills on time.

I will resume regular payments as soon as possible and will notify you immediately when I find out when this will be.

Sincerely,

Name:

Address:

Phone Number:

Credit Account Number: