

[Your Name]
[Your Address]
[City, State, ZIP Code]

[Date]

[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Notification of Financial Hardship and Request for Temporary Payment Arrangement

Dear [Company Name],

I hope this letter finds you well. I am writing to inform you of a significant change in my financial situation that has impacted my ability to meet my financial obligations. Due to [briefly describe the reason for your financial hardship, e.g., job loss, medical emergency, etc.], I am currently experiencing financial hardship.

As a result, I am unable to make my regular payments on [account number or description of the debt]. However, I am committed to resolving this matter in good faith as I agreed to and I would like to propose a temporary payment arrangement until my financial situation improves.

I am able to make monthly payments of [\$amount] for the next [number of months] months. I believe this arrangement will allow me to manage my finances more effectively while still keeping our business arrangement beneficial for both parties.

I kindly request your understanding and cooperation during this challenging time. I am open to discussing any other arrangements that may be more suitable, however I have enclosed my first payment of [PAYMENT AMOUNT] with this letter and the acceptance and processing of that payment can and will be viewed as form of acceptance of this proposal.

Thank you for your attention to this matter. I look forward to your prompt response and appreciate your assistance in finding a temporary solution.

Sincerely,

[Your Name]