



John Smith
123 Address
Chicago, IL 60007
301.222.2222

Chase Bank
123 Broadway
New York, NY 10003
03/1/19

Dear Sir,

Re: 12345

This is a request for a temporary change in the repayment terms in the account referenced above.

As I am undergoing some financial crises at present, I may not be able to continue the current payment plan. On reviewing my financial condition and my monthly budget, I found it absolutely necessary to request an alternative payment plan from each of my creditors until my financial state improves.

I do not plan to file for bankruptcy nor default on this debt. So, I would appreciate if you co-operate in making this payment plan effective.

I request that you accept a monthly payment of \$250 instead of the regular monthly payment of \$500 that I've been making every month.

I will begin making regular monthly payments as soon as I recover from this financial crisis.

I hope you will understand my situation and consider my request. I will definitely inform you of any change in my financial situation.

I am looking forward to your kind co-operation.

Sincerely,

John Smith