

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Debt Management Assistance

Dear [Recipient's Name],

I am writing to formally request assistance with my current debt situation. Due to [brief explanation of your circumstances, e.g., loss of employment, medical expenses], I am finding it increasingly challenging to manage my debts effectively.

Case Details:

- Account Number: [Your Account Number]
- Total Debt Amount: [Total Amount Owed]
- Current Monthly Payments: [Current Payment Amount]

I kindly ask for your support in exploring options for debt management or restructuring. I believe that with your assistance, I can work towards a feasible repayment plan that meets both our needs.

I appreciate your attention to this matter and look forward to our future correspondence.

Sincerely,

[Your Name]