

Free Sample Letter for confirming payment agreements with your creditors based on a current financial hardship.

Today's Date

Your Name
Your Address

Attention: {Creditor's Name}
Credit Department
Creditor's Address

RE: Account #: {your account number here}

Dear Mr. /Ms. {insert name of person you spoke with}

Thank you for speaking with me today about my temporary problem in making my normal payments, and for also agreeing to the following payment arrangement on my account.

As agreed upon in our conversation, I will make reduced payments in the amount of \$ _____ on or before the _____ of each month for a period of _____ months and after that time will resume making normal payments. [see alternate text below](#)

Thank you for your help and understanding in this matter. If you have any questions regarding this matter I can be reached at (insert daytime phone number with area code).

Sincerely,

Signature just above printed name
Your Printed Name