

Hardship Letter

Dear _____,

This letter is sent to inform you that the debt that is due within the scope of the debt relationship between us cannot be paid because of the hardship that I faced with.

The reason why I faced with that hardship is

_____.

I would like to set a meeting with you, explain our repair plan and propose a new payment plan. I declare that if our repair plan is successful, I will do my best to maintain our relationship and make your payment as soon as I can.

I am in deep gratitude for your understanding on this matter. In case you have questions, please do get in touch with me through my phone at _____ or send me an email at _____.

Sincerely,



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