

ATTACHMENT 1

Template Letter: Request for Deferred, Delayed, or Reduced Payment

[Your Name]

[Rank], United States [Branch of Service]

[Mailing Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Date: [Insert Date]

To:

[Creditor's Name]

[Creditor's Address]

[City, State, ZIP Code]

Re: Request for Payment Relief Due to Government Shutdown, Account # [account #]

Dear [Creditor's Name],

I am writing to inform you of a temporary financial hardship directly resulting from the current federal government shutdown. As an active-duty member of the United States [Branch of Service], my military pay has been suspended or delayed during this period.

Because of this interruption, I respectfully request your assistance and support until my normal pay resumes.

This request is made in good faith, with the full intention of resuming regular payments as soon as my pay is reinstated.

I propose deferring all payments until 30 days after my next confirmed pay date, or temporarily reducing my monthly obligation to \$___ until my regular pay resumes.

Please confirm in writing that these accommodations can be made, or let me know if additional documentation (such as a copy of my LES or a statement of nonpayment) is required.

Thank you for your consideration, understanding, and continued support of military families during this difficult time.

Respectfully,

[Signature (if printed)]

[Your Typed Name, Rank, Branch]