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Amanda L. Johnson
123 Elm Ave.
Oakland Park, CA 12345
April 12, 2017

Melissa Rohn
Customer Representative
Smithson Credit Company
897 Organization Rd.
Smithy, GA 12345

Dear Melissa Rohn:

I'm writing to let you know that our payment for $234.56, which is due April 25th on account number 3158987545, will not be able to be made on time.

Unfortunately I was laid off from my job two weeks ago, and my husband and I are struggling to rearrange our finances. For the next month, we'll be able to make the following payments:

- April 25th: $50.00
- May 3: $50.00
- May 15: $134.56

I appreciate you working with us during this tough time, and we sincerely appreciate your understanding. If you have any questions, please contact me at 123-456-7890.

Sincerely,
Amanda L. Johnson