

Date

Leasing company

Address

City, State, Zip Code

Re: Monthly lease payment

Dear Sir or Madam:

I am writing this letter to discuss my current automobile lease with **name of leasing company**.

I appreciate your efforts to work with me when I signed the lease on my **name of vehicle leased**. However, after I began making the monthly payments, I realized that **amount of monthly payment** is too much for my budget.

Describe in detail why you can no longer afford this particular dollar amount. Be honest, but firm in seeking specific relief. For example: "My payment of \$325 a month is not working out for me and I am requesting a new, lower payment of \$275. I am willing to extend the length of the lease to accomplish this lower payment and would be happy to meet with you to discuss the specifics of making this change to our agreement."

If you decide you would rather return the vehicle and break the lease, tell the company: "I have made a decision to turn in the vehicle I am currently leasing with your company and I am willing to pay the necessary fees to make this happen. Please send me an itemized statement as to what it will cost me to terminate our agreement."

Thank you for your prompt attention to this request. I have been very satisfied with the service I have received from **name of leasing company** and look forward to working with you to **adjust or cancel** our current lease agreement.

Sincerely,

Your signature

Your printed name

Your mailing address

Your phone number

Your fax number