

Loan Repayment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a repayment arrangement for my installment loan, account number [Insert Account Number]. Due to [briefly explain reason, e.g., financial hardship, unexpected expenses], I am currently facing difficulties in meeting my payment obligations.

I would like to propose the following repayment plan:

- New Payment Amount: [Insert Amount]
- Payment Frequency: [Insert Frequency, e.g., weekly, bi-weekly, monthly]
- Start Date: [Insert Start Date]
- Duration: [Insert Duration]

I believe this arrangement would enable me to stay on track with my payments and ultimately fulfil my loan obligations. I appreciate your understanding and consideration of my request.

Please let me know if this proposed plan works for you or if adjustments are necessary. I am eager to work together to find a mutually agreeable solution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]