

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Loan Provider's Name  
Loan Provider's Address  
City, State, Zip Code

Dear [Loan Provider's Name],

I hope this message finds you well. I am writing to propose new terms for the repayment of my loan account [Loan Account Number], which was issued on [Loan Issue Date]. Due to [brief explanation of financial hardship, if comfortable], I am experiencing difficulties in meeting the current payment schedule.

To ensure that I can continue to meet my obligations, I would like to propose the following terms for the partial loan payments:

- New payment amount: [Proposed Amount]
- Payment frequency: [e.g., monthly, bi-weekly]
- Duration of the new terms: [e.g., 6 months, 1 year]
- Date for first payment: [Proposed Start Date]

I am committed to fulfilling my obligations and believe that these revised terms will allow me to manage my finances more effectively while prioritizing the repayment of my loan. I appreciate your consideration of this proposal and am open to discussing any alternative arrangements that may be possible.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,  
[Your Name]