

Request for Partial Loan Payment Arrangement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Loan Officer's Name]
[Bank/Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request a partial loan payment arrangement for my loan account number [Insert Loan Account Number]. Due to [brief explanation of your circumstances], I am currently experiencing financial challenges that make it difficult for me to meet my regular payment obligations.

I would like to propose a temporary reduction in my monthly payment amount to [Insert Proposed Amount] for the next [Insert Duration, e.g., 3 months]. I believe this adjustment will enable me to manage my finances more effectively while ensuring that I remain current on my loan.

I appreciate your understanding and consideration of my request. I am committed to fulfilling my obligations and hope to return to my regular payment terms as soon as my financial situation improves.

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

Sincerely,
[Your Name]