

Proposal for Revised Installment Loan Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a revision to the terms of my existing installment loan with [Lending Institution Name], account number [Account Number].

Due to [brief explanation of circumstances prompting the request], I am seeking to adjust my payment plan to better align with my current financial situation. Specifically, I would like to propose the following changes:

- Reduction of monthly payment amount to [New Payment Amount]
- Extension of the loan term to [New Term Length]
- [Any other proposed changes]

I believe that these adjustments will enable me to continue making timely payments and avoid default, ensuring that I fulfill my obligations regarding this loan.

I appreciate your consideration of this proposal and am open to discussing alternative solutions that may also meet both our needs. Please feel free to contact me at your earliest convenience to discuss this matter further.

Thank you for your attention to this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]