

# Request for Flexible Loan Payment Arrangement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a flexible payment arrangement for my loan #[Loan Number] due to unforeseen circumstances.

Due to [brief explanation of circumstances, e.g., job loss, medical expenses], I am currently facing financial challenges that impede my ability to make my regular payments. I have always been committed to fulfilling my financial obligations and wish to continue doing so.

To better manage my finances during this difficult time, I kindly request your consideration for a flexible repayment arrangement. I propose [specific request, e.g., a temporary reduction in payment amount, extension of payment terms], which I believe will enable me to meet my obligations without defaulting on the loan.

I appreciate your understanding and support and am willing to discuss this matter at your earliest convenience. Thank you for considering my request for a flexible loan payment arrangement.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]