

Loan Payment Terms Revision Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request a revision of the payment terms for my loan account [Loan Account Number]. Due to [briefly explain your reason, e.g., unexpected financial hardship, loss of income, etc.], I am unable to meet the current payment schedule.

In light of my circumstances, I kindly propose the following revised payment terms:

- New Monthly Payment Amount: [Insert Amount]
- Revised Due Date: [Insert Date]
- Extension of Loan Term: [Insert Duration]

I believe these adjustments will allow me to continue making timely payments while alleviating my current financial strain. I am committed to fulfilling my obligations and I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]