

Request for Repayment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a repayment plan regarding my delinquent loan (Account Number: [Insert Account Number]). Due to [briefly explain your reasons, e.g., unforeseen financial difficulties, loss of income], I have been unable to make my scheduled payments.

I would like to propose a repayment plan that accommodates my current financial circumstances. I believe that a structured payment plan would allow me to meet my obligations while ensuring that your institution receives the funds owed. I am willing to discuss terms that would work for both parties.

Thank you for considering my request. I hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Name]