

# Loan Payment Rescheduling 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 message finds you well. I am writing to formally request a rescheduling of my personal loan payments due to unforeseen circumstances that have impacted my financial situation.

Loan Details:

Loan Account Number: [Your Loan Account Number]  
Original Payment Schedule: [Original Schedule]

Due to [briefly explain the reason, e.g., job loss, medical expenses], I am facing difficulties in maintaining the current payment schedule. I kindly request a modification of my payment terms to better reflect my current financial situation.

I propose the following changes to my payment schedule:

- New Payment Amount: [Proposed Amount]
- Proposed Payment Frequency: [e.g. Monthly, Bi-weekly]
- Proposed Start Date: [Proposed Date]

I believe that this adjustment will help me meet my obligations while also ensuring that I can continue to pay you in a timely manner. I am committed to fulfilling my loan responsibilities and appreciate your understanding of my current situation.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]