

Repayment Terms Reassessment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reassessment of the repayment terms associated with my loan/account number [Insert Account Number]. Due to [briefly explain reason for request, e.g., unexpected financial hardship, change in circumstances], I am finding it increasingly challenging to meet the current repayment schedule.

I would appreciate the opportunity to discuss possible adjustments to make the repayment process more manageable. I am committed to fulfilling my obligations and believe that a reassessment of the terms could ultimately lead to a more sustainable repayment plan.

Thank you for considering my request. I am hopeful for a favorable response and look forward to discussing this matter further.

Sincerely,

[Your Name]