

Loan Account Number: [Your Loan Number]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Current Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Subject: Request for Payday Loan Payment Plan Change

Dear [Lender's Name],

I am writing to formally request a change to my current payment plan for my payday loan, account number [Your Loan Number]. Due to [brief explanation of circumstances, e.g., unexpected expenses, job loss], I am unable to maintain my current payment schedule.

I would like to propose the following adjustments to my payment plan:

- New Payment Amount: [Proposed Amount]
- New Payment Due Date: [Proposed Due Date]
- Number of Payments: [Proposed Number of Payments]

I believe that these changes will enable me to meet my obligations while also allowing me to regain my financial stability. I kindly ask you to consider my request and allow for an updated payment plan that reflects my current situation.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]