

Request for Reduced Installment Loan Payments

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to request a review of my current installment loan payments for loan account number [Your Account Number]. Due to unforeseen circumstances, including [briefly explain your situation, e.g., job loss, medical expenses], I am experiencing difficulty in maintaining my regular payment schedule.

I have always been committed to fulfilling my obligations and have made timely payments in the past. However, my current financial situation has made it challenging for me to continue with the existing payment plan. I kindly ask if you would consider reducing my monthly installment payments for a temporary period.

I would appreciate any assistance you can provide, and I am happy to provide any documentation needed to support my request. I am hopeful that we can come to a mutually agreeable solution that will allow me to continue making payments without further hardship.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]