

Request for New Repayment Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company 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 review and adjustment of my current repayment terms for the loan associated with account number [Insert Account Number]. Due to [brief explanation of reasons for the request], I am seeking more manageable repayment terms that would allow me to meet my obligations effectively.

Specifically, I would like to request the following changes to my repayment plan:

- [Proposed new terms, e.g., extended repayment period, reduced monthly payments]
- [Any additional requests or details]

I believe that these adjustments will enable me to continue meeting my repayment responsibilities while maintaining financial stability. I am committed to working with you to find a mutually beneficial solution.

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

Sincerely,

[Your Name]