

Notification of Change in Repayment Plan Inquiry

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Insert Recipient's Name],

We hope this message finds you well. We are writing to inform you about a possible change in your repayment plan regarding [Insert Loan or Account Number].

Our records indicate that you have expressed interest in modifying your repayment terms. We would like to invite you to formally inquire about this process and discuss the various options available to you.

Please feel free to contact us at [Insert Contact Number] or [Insert Email Address] to schedule a consultation at your earliest convenience. Our team is here to assist you and ensure that any modifications are suitable for your financial situation.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]