

Request for Loan Repayment Flexibility

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request flexibility regarding the repayment terms of my loan, account number [Loan Account Number]. Due to [briefly explain your circumstances--e.g., unforeseen financial hardship, medical issues, job loss], I am struggling to meet the current repayment schedule.

I would greatly appreciate your consideration of my request for a temporary adjustment, such as [specific request--e.g., a forbearance period, reduced payment plan, or extension of repayment term]. This adjustment would significantly alleviate my financial burden during this challenging time.

I am committed to fulfilling my loan obligations and believe that with a brief period of repayment flexibility, I will be able to regain my footing and continue making timely payments moving forward.

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

Sincerely,

[Your Name]