

# Loan Repayment Plan Modification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Institution]

[Institution's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a modification of my loan repayment plan for my account [Account Number]. Due to [brief explanation of your circumstances, e.g., financial hardships, job loss], I am experiencing difficulties in meeting my current repayment schedule.

As such, I kindly ask for your consideration in adjusting my repayment terms to ensure that I can continue to meet my obligations in a more manageable manner. Specifically, I would appreciate [specific requests, e.g., a lower monthly payment, extended loan term, temporary deferment].

I greatly value my relationship with [Lender's Institution] and am committed to repaying the loan in a timely manner. I believe that with a modified plan, I can ensure consistent payments moving forward.

Thank you for considering my request. I am hopeful for your understanding and support in this matter. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Sincerely,

[Your Name]