

# Alternative Repayment Plan Request

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

Subject: Request for Alternative Repayment Plan for Business Loan

I hope this message finds you well. I am writing to formally request an alternative repayment plan for our business loan account #[Account Number]. Due to [briefly explain the reason, e.g., unforeseen circumstances, economic downturn, etc.], we are currently facing challenges in meeting the original repayment terms.

We value our relationship with [Lender's Institution Name] and are committed to fulfilling our obligations. To that end, I would like to propose a revised repayment plan that includes [mention your proposed changes, e.g., adjusted monthly payments, extended repayment period, temporary forbearance, etc.].

We believe that this adjusted plan will allow us to manage our cash flow effectively while ensuring timely payments moving forward.

I appreciate your consideration of this request and look forward to discussing this matter further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]