

Letter Regarding Reduced Work Hours

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

Dear [Lender's Name],

I hope this message finds you well. I am writing to inform you about a recent change in my employment situation that may impact my ability to adhere to the current loan repayment plan.

Due to [insert reason, e.g., company downsizing, personal health issues], my work hours have been significantly reduced. Consequently, my monthly income has been affected, which poses a challenge to my current financial obligations, including my loan repayment.

I wish to assure you that I am committed to meeting my repayment responsibilities. However, I would appreciate your understanding and support in possibly adjusting my repayment plan to better align with my current financial capacity. I believe this adjustment will allow me to continue fulfilling my obligations without defaulting.

I am open to discussing available options, such as a temporary reduction in payment amounts or extended repayment terms. Please let me know a convenient time for us to discuss this matter further.

Thank you for your attention to this matter. I look forward to your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]