

Request for Modified Repayment Plan

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Lender's Name]
[Lender's Position]
[Lender's Company Name]
[Lender's Company Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a modification to the repayment plan for our business loan, account number [Insert Account Number]. Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, reduced revenue], it has become challenging for us to meet the current repayment schedule.

We value our relationship with [Lender's Company Name] and are committed to fulfilling our obligations. In light of our current situation, we would greatly appreciate the opportunity to discuss a modified repayment plan that could better align with our financial capabilities.

We propose the following changes to our repayment terms:

- [Propose new terms, e.g., extend loan duration, reduce monthly payments]
- [Any other relevant suggestions]

Please let us know a suitable time for us to discuss this matter in detail. We are hopeful for your understanding and support during this challenging time.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]