

Request for Revised Loan Repayment Schedule

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Loan Officer's Name]

[Bank/Loan Institution Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request a revision to my current loan repayment schedule for loan account number [Insert Loan Account Number]. Due to [briefly explain your situation, e.g., unexpected financial hardships, job loss], I am unable to adhere to the original payment terms.

I would appreciate it if we could discuss possible options for a revised repayment plan that would better accommodate my current financial situation. I believe this adjustment will enable me to continue making timely payments and honor my responsibility towards the loan.

Thank you for considering my request. I look forward to your prompt response so that we can work together to find a suitable solution.

Sincerely,

[Your Name]