

Letter of Repayment Plan Modification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

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

Dear [Lender's Name],

I hope this letter finds you well as we approach the festive season. I am writing to formally request a modification to my existing repayment plan due to the financial challenges I am currently facing.

As the holidays draw near, I have encountered unexpected expenses that have impacted my ability to meet my current repayment obligations. Therefore, I would appreciate your consideration for a temporary adjustment to my repayment plan.

I kindly request that you permit [insert your proposed modification, e.g., a reduction in monthly payments, a payment holiday, or an extension of the loan term] for the next [insert duration]. I believe this adjustment will enable me to meet my obligations while managing my financial situation more effectively during this season.

I value our relationship and am committed to fulfilling my responsibilities. I am hopeful for your understanding and support during this time.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Contact Information]