

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request a rescheduling of my loan payments due to my recent job loss. My current financial situation has made it challenging to meet the scheduled payment obligations.

As of [Date of Job Loss], I lost my job at [Company Name], and I am actively seeking new employment opportunities. I am committed to fulfilling my financial responsibilities and would like to discuss possible options to manage my loan payments during this difficult period.

I kindly request a meeting to discuss rescheduling my loan payments, including the possibility of a temporary reduction or deferment. Your support in this matter would be greatly appreciated and would help me to manage my finances while I navigate this transition.

Thank you for your understanding, and I look forward to your prompt response.

Sincerely,

[Your Name]