Loan Rescheduling Request

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my loan [Loan Number or Reference] originally taken on [Loan Start Date]. Due to [brief explanation of circumstances, e.g., financial hardships, unexpected expenses], I am finding it increasingly difficult to meet the current payment terms.

I kindly ask you to consider adjusting the payment terms, which may include [specific requests such as a lower interest rate, extended repayment period, or deferment option]. I believe that these changes will allow me to manage my repayments more effectively while ensuring that I can continue to honor my financial responsibilities.

I appreciate your understanding and consideration regarding this matter. I am hopeful that we can work together to find a mutually beneficial solution. Please let me know a convenient time for us to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]