

Request for Loan Payment Plan Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 an adjustment to my loan payment plan for my account, which is currently under the loan number [Insert Loan Number]. Due to [briefly explain your reason, e.g., unforeseen financial difficulties, job loss, medical expenses], I am finding it increasingly challenging to adhere to my current payment schedule.

I would greatly appreciate it if we could discuss the possibility of adjusting my payment plan. I am committed to repaying my loan and believe that a revised payment structure will enable me to fulfill my obligation more effectively. I propose [briefly suggest a new payment plan or any alternative you have in mind].

Thank you for considering my request. I look forward to your understanding and support regarding this matter. Please feel free to contact me at your earliest convenience to discuss this further.

Sincerely,

[Your Name]