

# Proposal for Reduced Loan Principal Payment

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]

## **Subject: Proposal for Reduced Loan Principal Payment**

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally propose a reduction in the principal payment of my loan #[Loan Number]. Due to [briefly explain your financial circumstances or hardships], I am facing difficulties in meeting the current payment terms.

In light of these circumstances, I am requesting a revision of my loan agreement to reflect a reduced principal payment amount of [insert proposed amount]. I believe that this adjustment will allow me to maintain my commitment to the loan while ensuring that I can continue to meet my financial obligations.

I appreciate your consideration of my request and hope to discuss this matter further at your earliest convenience. Please feel free to contact me via [insert your preferred contact method] to schedule a time for us to speak.

Thank you for your understanding and support.

Sincerely,  
[Your Name]