

Loan Repayment Plan Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 a new repayment plan for my loan account with you. Due to [brief explanation of circumstances, e.g., financial hardship, job loss], I am unable to maintain the current payment schedule.

I would greatly appreciate it if we could discuss a more manageable repayment plan that would allow me to meet my obligations while addressing my current financial situation. I am committed to repaying my loan and would like to work together to find a suitable solution.

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

Sincerely,

[Your Name]

[Your Loan Account Number]