

Proposal for Adjusted Loan Principal Obligations

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

Subject: Proposal for Adjusted Loan Principal Obligations

I hope this message finds you well. I am writing to formally propose an adjustment to my current loan principal obligations associated with Loan Account Number [Insert Loan Number]. Due to [briefly explain reason, e.g., unforeseen financial circumstances], I believe that a revision of the terms would be mutually beneficial.

My proposal is to [outline proposed adjustments, e.g., reduce the principal amount, extend the repayment period, adjust interest rates, etc.]. I believe this adjustment will enable me to fulfill my obligations more effectively and maintain a positive relationship with your institution.

I would appreciate the opportunity to discuss this proposal further and explore potential options that would work for both parties. Please let me know a suitable time for a meeting or call.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]