

Letter of Recommendation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to recommend a lower principal payment schedule for [Borrower's Name], who has been a valued customer of ours for [duration of relationship]. In light of [specific reasons for the recommendation, e.g., financial difficulties, unexpected expenses], I believe that a revision of their payment plan would be beneficial not only for [Borrower's Name] but also for our working relationship.

[Borrower's Name] has demonstrated consistent commitment towards their financial obligations, and a revised payment plan would allow them to manage their finances more effectively while continuing to honor their commitments with us.

Please consider this request favorably. [Borrower's Name] is dedicated to rectifying their situation and is deserving of your support in this matter. Should you require any further information, feel free to contact me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]