

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Bank Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Payment Arrangement for Loans

I hope this letter finds you well. I am writing to discuss my current loan obligations with [Company/Bank Name] regarding my account number [Account Number].

Due to [brief explanation of the reason, e.g., unforeseen financial difficulties, job loss, medical issues], I am currently facing challenges in meeting my scheduled loan payments. I understand the importance of fulfilling my financial responsibilities, and it is my sincere intention to do so.

I would like to propose a temporary payment arrangement to help me manage my obligations while I work towards stabilizing my financial situation. Specifically, I request the possibility of [proposed arrangement, e.g., reducing my monthly payment amount, extending the term, deferring payments for a specific period].

I believe that with this arrangement, I will be able to make consistent payments while getting back on my feet. I appreciate your understanding and support during this challenging time.

Thank you for considering my request. I look forward to your favorable response and am hopeful we can find a suitable resolution. Please feel free to contact me at [your phone number] or [your email address] to discuss this matter further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]