

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

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Loan Rescheduling

I hope this letter finds you well. I am writing to request a rescheduling of my loan with BDO, account number [Your Account Number]. Due to [brief explanation of circumstances, e.g., unforeseen financial difficulties, health issues, etc.], I am currently facing challenges in meeting my repayment schedule.

I would like to propose a revised repayment plan that would allow me to continue honoring my obligation while also alleviating my financial stress. I believe that adjusting the terms of my loan will enable me to make consistent payments and ultimately fulfill my financial responsibilities.

I kindly request a meeting to discuss possible options for rescheduling my loan. I am confident that with your assistance, we can arrive at a mutually beneficial solution. Thank you for considering my request.

I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]