

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Loan Servicer's Name]
[Loan Servicer's Address]
[City, State, ZIP Code]

Subject: Request for Loan Repayment Plan

Dear [Loan Servicer's Name],

I hope this letter finds you well. I am writing to formally request a loan repayment plan for my loan account [Account Number]. Due to [brief explanation of your current financial situation, e.g., unexpected medical expenses, job loss, etc.], I am experiencing difficulties in meeting my monthly payment obligations.

I would like to propose the following repayment plan:

- Monthly Payment Amount: [\$Amount]
- Desired Repayment Term: [e.g., 6 months, 12 months]
- Start Date: [Proposed Start Date]

I believe this plan will allow me to meet my financial responsibilities while providing me the necessary time to improve my situation. I am committed to fulfilling my loan obligations and appreciate your understanding and assistance during this time.

Please let me know if you require any further information or documentation to process my request. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]