

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

Dear [Friend's Name],

I hope this letter finds you well. I wanted to reach out to discuss the loan that I currently owe you for [specific purpose/amount]. I greatly appreciate your support and understanding during this time.

I have been reviewing my financial situation and would like to propose some adjustments to our agreement that would help me manage the repayment more effectively. Specifically, I would like to discuss [specific proposal, e.g., extending the repayment period, adjusting the interest rate, or changing payment amounts].

I believe this adjustment would allow me to meet my obligations while still respecting the agreement we had in place. I value our friendship and would like to ensure that this situation is handled in a way that works for both of us.

Please let me know if you would be open to discussing this further. I am happy to meet at your convenience or chat over the phone. Thank you for considering my request, and I look forward to your response.

Warm regards,

[Your Name]