

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

Subject: Loan Repayment Plan Request

Dear [Loan Officer's Name or "Loan Department"],

I hope this message finds you well. I am writing to discuss my current loan with account number [Loan Account Number] and to propose a repayment plan that I believe will help me meet my obligations effectively.

Due to [briefly explain your circumstances, e.g., financial hardship, job loss, etc.], I am unable to adhere to the original repayment schedule. I am committed to repaying the loan and would like to propose the following plan:

1. ****Proposed Monthly Payment Amount****: [Specify amount]
2. ****Proposed Payment Duration****: [Specify duration, e.g., 6 months, 1 year]
3. ****Proposed Start Date****: [Specify start date]
4. ****Additional Notes****: [Any other relevant information or requests]

I believe this plan will allow me to meet my financial obligations while ensuring that the loan is paid in full. I am open to discussing this further and exploring any alternatives you may suggest.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]