

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

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

Subject: Loan Repayment Arrangement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss my current loan repayment situation pertaining to my loan account number [Your Loan Account Number].

Due to [brief explanation of your circumstances, e.g., unexpected financial hardship, job loss, etc.], I am currently unable to meet the original repayment schedule. To address this situation, I would like to propose a repayment arrangement that is more manageable for my current financial situation.

I propose the following arrangement:

- New monthly payment amount: [Proposed amount]
- Duration of the new repayment plan: [e.g., 6 months, 12 months, etc.]
- Proposed start date: [Date]

I believe this adjustment will allow me to meet my repayment obligations without further jeopardizing my financial stability.

I kindly request your consideration of this proposal and would appreciate the opportunity to discuss it further. Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]