

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

Dear [Recipient's Name],

Subject: Loan Repayment Plan

I hope this letter finds you well. I am writing to discuss the repayment of my loan (Loan Account Number: [Your Loan Account Number]) with [Loan Company Name]. Due to [brief explanation of your situation], I am unable to meet the original terms of my loan repayment schedule.

To ensure that I remain committed to my financial obligations, I would like to propose a new repayment plan that I believe will be mutually beneficial. My proposal includes the following terms:

1. **\*\*New Monthly Payment Amount:\*\*** [Proposed Amount]
2. **\*\* repayment duration:\*\*** [Proposed Duration]
3. **\*\*Start Date:\*\*** [Proposed Start Date]

I am confident that this revised payment plan will allow me to honor my debt while maintaining financial stability. I appreciate your consideration of this request and am open to discussing other options that may be available.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,  
[Your Name]