

[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]