

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

Subject: Request for Personal Loan Repayment Plan

Dear [Loan Provider's Name or Customer Service],
I hope this letter finds you well. I am writing to formally request a repayment plan modification for my personal loan [Loan Account Number] due to [brief explanation of your circumstances, e.g., financial hardship, unexpected expenses, etc.].

I have been making regular payments since [start date of the loan] and have maintained a good standing with my account. However, due to [specific reasons], I am currently facing challenges in fulfilling my monthly payment obligations.

I kindly request your assistance in establishing a repayment plan that is manageable for me moving forward. I believe that a [suggest new payment terms, e.g., reduced monthly payments, extended repayment period, etc.] would allow me to meet my obligations without further financial strain. I appreciate your understanding and support in this matter. I look forward to your prompt response and hope to resolve this as soon as possible.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]