

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

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

Dear [Loan Officer's Name],
Subject: Loan Repayment Proposal

I hope this letter finds you well. I am writing to propose a revised repayment plan for my loan (Account Number: [Your Account Number]) due to [briefly explain your situation, e.g., financial difficulties, unexpected expenses].

I appreciate the support and understanding from [Bank/Financial Institution's Name]. To ensure I can meet my obligations, I would like to propose the following repayment plan:

1. ****Proposed Repayment Amount****: [Specify amount]
2. ****Proposed Repayment Schedule****: [Specify frequency, e.g., monthly, bi-weekly]
3. ****Proposed Start Date****: [Specify date]
4. ****Duration of the New Plan****: [Specify duration]

I believe this revised plan will allow me to manage my finances more effectively while continuing to honor my commitment to the loan. I am committed to maintaining communication and will keep you updated on my financial situation.

Thank you for considering my proposal. I look forward to your understanding and hope we can work together on a solution that benefits both parties.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]