

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

[Date]

[Lender Name]
[Loan Department Address]
[City, State, Zip Code]

RE: Loan Account Number: [Your Account Number]

Dear [Contact Person or Department Name],

I am writing to formally request a modification to the repayment schedule of my installment loan. Due to [briefly state reason, e.g., unexpected medical expenses / change in employment / financial hardship], I am currently unable to meet the original monthly payment of \$[Amount].

I am committed to fulfilling my obligation to repay this loan and would like to propose the following modification to my repayment plan:

- **Proposed Monthly Payment:** \$[New Amount]
- **Proposed Start Date:** [Date]
- **Requested Term Extension:** [Number of months, if applicable]

I have attached [list any supporting documents, e.g., proof of income or medical bills] to demonstrate my current financial situation. I believe this revised schedule will allow me to maintain consistent payments without further delinquency.

Please let me know if this proposal is acceptable or if there are alternative programs available to assist me. I look forward to hearing from you soon to discuss this matter further.

Sincerely,

[Your Signature]

[Your Printed Name]