

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Re: Repayment Plan Options for Loan Account #[Account Number]

Dear [Borrower Name],

We are writing to provide you with available options to manage your outstanding loan balance. Our goal is to help you find a repayment structure that fits your current financial situation.

Based on your account status, you are eligible for the following options:

- **Option 1: Standard Repayment Plan** - Continue with your current monthly installment of \$[Amount] until the balance is paid in full.
- **Option 2: Graduated Repayment Plan** - Start with lower payments of \$[Amount] that increase every [Number] months.
- **Option 3: Extended Repayment Plan** - Extend your loan term to [Number] months, reducing your monthly payment to \$[Amount].
- **Option 4: Temporary Deferral/Forbearance** - Temporarily pause payments for [Number] months (Note: Interest may continue to accrue).

To select one of these options or to discuss a custom arrangement, please contact our loan department at [Phone Number] or visit our website at [Website URL].

Please respond by [Deadline Date] to ensure your account remains in good standing. If we do not hear from you, your current payment terms will remain in effect.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]