

# **Inquiry for Loan Repayment Schedule Modification**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to formally request a modification of my current loan repayment schedule for loan account number [Insert Loan Account Number]. Due to [briefly explain your reason, e.g., financial hardship, change in employment, etc.], I am experiencing difficulties in adhering to the original repayment terms.

In light of my circumstances, I would like to discuss potential options for modifying the repayment schedule, which may include extending the repayment period or adjusting the monthly payment amount.

I appreciate your understanding and attention to this matter. Please let me know a convenient time for us to discuss this request further. I look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]