

Loan Repayment Modification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a modification of my loan repayment terms for the loan account number [Your Loan Account Number]. Due to [briefly explain your reason such as financial difficulties, job loss, medical expenses, etc.], I am finding it challenging to meet the current repayment schedule.

I would like to propose a modification to my loan repayment plan, which may include [suggest your terms, such as lowered monthly payments, extended repayment period, etc.]. I believe that this modification could help me to maintain my repayment obligations while managing my financial situation more effectively.

Enclosed are documents that provide further details about my current financial situation, including [list documents such as pay stubs, bank statements, or any other relevant information].

I appreciate your attention to this matter and would be grateful if we could discuss this modification at your earliest convenience. I am hopeful that we can work together to arrive at a solution that benefits both parties.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]