

# Request for Loan Repayment Alteration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 the repayment terms for my loan, account number [Insert Account Number]. Due to [briefly explain your situation, e.g., unforeseen financial hardship, medical issues], I am currently facing difficulties in adhering to the original repayment schedule.

To ensure I can meet my obligations without compromising my financial stability, I am requesting a [specific request, e.g., lower monthly payment, extended repayment term, etc.]. I believe this adjustment will enable me to continue making timely payments while managing my current circumstances.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please feel free to reach out to me at [Your Phone Number] or [Your Email] to discuss this matter further.

Sincerely,

[Your Name]