

Formal Request to Alter Loan Conditions

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Loan Officer's Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request a review and alteration of the conditions of my current loan, account number [Your Loan Number]. Due to [brief explanation of circumstances, e.g., changes in financial situation, unexpected expenses], I am finding it increasingly challenging to adhere to the current terms.

I would like to discuss the possibility of [specific changes you are requesting, e.g., a reduction in interest rate, an extension of repayment period, a temporary deferment of payments]. I believe that such modifications would allow me to meet my obligations more effectively while ensuring that I remain a responsible borrower.

I am committed to fulfilling my loan responsibilities and greatly appreciate your consideration of my request. I am available for a discussion at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]