

Loan Agreement Amendment Request

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an amendment to our existing loan agreement dated [Insert Original Loan Date]. Due to [briefly explain reason for amendment, e.g., financial changes, job loss, etc.], I am seeking to adjust the terms of the loan.

Specifically, I would like to request the following changes to the loan agreement:

- Change in loan repayment schedule
- Adjustment of interest rate
- Extension of the loan term

I believe that these changes will allow me to fulfill my obligations more effectively while continuing to honor our agreement. I would appreciate the opportunity to discuss this matter further.

Thank you for considering my request. I look forward to your positive response. Please feel free to reach me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]