

Loan Adjustment Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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 discuss my current loan agreement (Loan Number: [Insert Loan Number]) and propose an adjustment that would better fit my financial situation.

Due to [briefly explain your situation, e.g., loss of job, medical expenses], I have been facing challenges in meeting my monthly payments. In light of this, I would like to propose the following adjustments:

- Reduction in monthly payment amount to [insert amount].
- Extension of the loan term by [insert duration].
- Possibility of a temporary forbearance period of [insert duration].

I believe these adjustments will allow me to maintain my commitment while also ensuring that I can meet my obligations. I am committed to resolving this situation amicably and ensuring that we can continue our mutual trust.

Thank you for considering my proposal. I would be grateful for the opportunity to discuss this matter further. Please feel free to reach me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]