

Loan Terms Modification Agreement

Date: [Insert Date]

To: [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 the current terms of our loan agreement dated [Original Loan Date], with loan number [Loan Number]. Due to [brief reason for modification request], I would like to propose a modification to our existing loan terms.

Proposed Modifications:

- New Loan Amount: [Proposed Amount]
- New Interest Rate: [Proposed Interest Rate]
- New Payment Terms: [Proposed Payment Terms]
- New Maturity Date: [Proposed Maturity Date]

I believe these changes will enable me to fulfill my financial obligations while ensuring that our relationship remains amicable and positive. I am open to discussing this further and finding a mutually agreeable solution.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]