

Request for Student Loan Repayment Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request an adjustment to my student loan repayment plan. My name is [Your Name], and my account number is [Your Account Number].

Due to [briefly explain your circumstances, e.g., a change in employment, financial hardship, etc.], I am currently experiencing difficulty in making my anticipated monthly payments. I would greatly appreciate your consideration of my request to modify my repayment plan.

Please let me know what documentation you may need from me to support my request. I am eager to work together to find a suitable solution that will allow me to manage my loan obligations more effectively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]