

Request for Loan Term Adjustment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 adjustment to the terms of my existing loan, [Loan Account Number], which I obtained on [Loan Date]. Due to [brief explanation of your circumstances], I am experiencing financial challenges that make it difficult for me to maintain the current loan repayment schedule.

In light of this situation, I kindly request a modification of the loan terms, specifically [mention the specific adjustment needed, e.g., extending the loan term, reducing the interest rate, etc.]. This adjustment would greatly assist me in managing my finances more effectively and ensuring I can continue to meet my obligations.

I appreciate your consideration of my request and am hopeful for a favorable response. Please let me know if you require any further information or documentation to support my application. I look forward to your prompt reply.

Thank you for your understanding.

Sincerely,

[Your Name]