

Request for Installment Loan Modification

[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 a modification to my installment loan, account number [Your Account Number]. Due to [brief explanation of circumstances, e.g., financial hardship, job loss, etc.], I am currently facing difficulties in meeting my monthly payment obligations.

I kindly request your consideration for a loan modification that would allow me to [explain desired modification, e.g., reduced interest rate, extended repayment term, etc.]. I believe this adjustment will enable me to continue making my payments and ultimately fulfill my loan obligations.

I have attached supporting documentation regarding my financial situation and my commitment to resolving this matter. I appreciate your understanding and assistance in this difficult time.

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

Sincerely,

[Your Name]