

Request for Flexible Loan Adjustment

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 formally request an adjustment to my current loan agreement due to unforeseen circumstances that have resulted in an urgent need for emergency funds.

Loan Account Number: [Insert Loan Account Number]

In light of [briefly describe the emergency situation], I am finding it challenging to meet my current repayment obligations. Therefore, I am requesting a temporary adjustment to my loan terms, specifically [mention the type of adjustment needed, e.g., reduced payments, extended repayment period].

I believe that these modifications will enable me to manage my financial obligations more effectively during this difficult time. I am committed to fulfilling my loan responsibilities and would appreciate your understanding and assistance in this matter.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]