

# Application for Adjusted Loan Payment Terms

[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 letter finds you well. I am writing to formally request an adjustment to the payment terms of my loan, account number [Your Account Number]. Due to [briefly explain your reason - e.g., financial difficulties, unexpected expenses], I am experiencing challenges in meeting my current payment obligations.

To address this situation, I would like to propose a modification of the payment terms, which may include [suggest any specific changes, such as reduced payments, extended payment terms, etc.]. I believe these changes will allow me to manage my financial responsibilities more effectively while still fulfilling my obligations to your institution.

I appreciate your understanding and consideration of my request. I am committed to maintaining open communication with you during this process and am hopeful for a favorable resolution.

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

Sincerely,

[Your Name]