

Letter of Modification to Installment Debt Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Modification of Installment Debt Agreement

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a modification to my installment debt agreement with you concerning the loan account number [Account Number].

Due to [brief explanation of circumstances, e.g., unexpected financial difficulties], I am unable to meet the current terms of the agreement. I would like to propose the following modifications:

- Adjustment of the monthly payment amount to [New Payment Amount].
- Extension of the repayment term to [New Term Length].
- Adjustment of the interest rate to [New Interest Rate, if applicable].

I believe that these adjustments will enable me to fulfill my obligations while maintaining my financial stability. I appreciate your consideration of my request and am hopeful for a positive resolution.

Please let me know a convenient time for us to discuss this matter further. Thank you for your attention and understanding.

Sincerely,

[Your Name]