

Personal Loan Repayment Terms Adjustment Request

[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 repayment terms of my personal loan, account number [Account Number]. Due to [brief explanation of the reason for request, e.g., unforeseen circumstances, job loss, medical expenses], I am facing challenges in meeting my current repayment schedule.

I would like to propose the following adjustments to my loan terms:

- Adjustment of monthly payment amount to [new amount]
- Extension of the loan term to [new term, e.g., 5 years]

These changes would significantly alleviate my financial burden and enable me to continue making regular payments on my loan. I believe that with these adjustments, I will be able to fulfill my obligations without defaulting on the loan.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation to process this adjustment.

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

Sincerely,

[Your Name]