

Request for Loan Modification Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name or Loan Officer],

I am writing to formally request assistance with a modification of my loan, account number [Your Account Number]. Due to [briefly explain your reason, e.g., loss of income, medical expenses, etc.], I am experiencing difficulty in maintaining my current payment schedule.

I would like to explore options for a loan modification that could provide me with more manageable payment terms. I am committed to meeting my obligations and believe that a modification would enable me to continue making timely payments going forward.

Please let me know what information or documentation you require from me to initiate this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]