

Temporary Mortgage Payment Adjustment Request

Your Name
Your Address
City, State, ZIP
Email Address
Phone Number
Date

Loan Servicer's Name
Company Name
Company Address
City, State, ZIP

Dear [Loan Servicer's Name],

I am writing to formally request a temporary adjustment to my mortgage payment due to [reason for request, e.g., financial hardship, job loss, etc.]. My loan number is [Loan Number].

Due to [brief description of circumstances], I am currently facing difficulties in meeting my regular mortgage payment of [current payment amount]. I kindly request a temporary adjustment for the next [number of months] months, reducing my monthly payment to [proposed payment amount].

I appreciate your understanding and assistance during this challenging time. If you require any documentation to support my request, please do not hesitate to ask. I look forward to your prompt response.

Thank you very much for your consideration.

Sincerely,
[Your Name]