

Mortgage Term Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an adjustment to the terms of my mortgage loan, account number [Insert Account Number], which is currently held with your institution.

Due to [briefly explain reason for request, e.g., changes in financial circumstances, interest rate changes], I believe it would be beneficial to adjust the loan terms to [specify the desired adjustment, e.g., extend the term, reduce the interest rate].

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you need any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]