

Request for Installment Loan Payment Modification

[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 or Loan Officer],

I hope this message finds you well. I am writing to formally request a modification of the payment terms for my installment loan account, which is numbered [Your Loan Account Number]. Due to [briefly explain your current financial situation, e.g., unexpected expenses, job loss, etc.], I am facing difficulties in meeting the current payment schedule.

I kindly request a modification that would allow me to [suggest specific changes, e.g., lower monthly payments, extend the loan term, etc.] starting from [proposed start date for modification]. I believe this adjustment will help me manage my financial obligations more effectively while ensuring I can continue making payments on my loan.

Please find attached [any supporting documents, if applicable, e.g., proof of income, budget, etc.]. I appreciate your understanding and consideration of my request, and I am hopeful for a positive response.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]