

Loan Refinance Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request a refinance of my existing loan #[Loan Number] with your institution. Due to recent changes in my financial situation, I am seeking personal financial relief to better manage my monthly expenses.

Over the past few months, I have encountered [briefly explain financial difficulty, e.g., job loss, medical expenses]. This has made it challenging to keep up with my current loan payments. Refinancing my loan would provide me with a more manageable payment plan and allow me to fulfill my obligations more effectively.

I believe that adjusting the terms of my loan, such as [mention any specific terms you would like, e.g., a lower interest rate, extended repayment period], would greatly assist me during this period. I am committed to making timely payments and maintaining a positive relationship with your institution.

Thank you for considering my request. I look forward to discussing this matter with you and exploring potential solutions. Please feel free to contact me at your earliest convenience should you require any additional information.

Sincerely,

[Your Name]