

# Loan Terms Modification 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 hope this letter finds you well. I am writing to formally request a modification to the terms of my current loan, account number [Insert Account Number]. Due to [briefly explain your situation, e.g., a job loss, medical expenses], it has become challenging to meet the existing repayment terms.

To ensure my ability to maintain consistent payments moving forward, I am requesting that you consider the following modifications: [list specific modifications you are seeking, e.g., a lower interest rate, extended repayment period, or temporary forbearance].

I appreciate the support you have provided in the past, and I believe that with these changes, I will be able to fulfill my loan obligations effectively. Thank you for considering my request. I look forward to your positive response and am willing to discuss this matter further.

Sincerely,

[Your Name]