

Letter of Intent to Negotiate Auto Loan Repayment Adjustments

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 express my intent to negotiate adjustments to my auto loan repayment terms for the account number [Insert Account Number].

Due to [briefly explain your situation, e.g., unexpected financial hardships, job loss, etc.], I am finding it increasingly difficult to meet my current repayment obligations. I am committed to fulfilling my loan obligations and would like to explore possible options for adjusting my repayment terms to ensure my ability to continue making payments.

Specifically, I would like to discuss [mention specific adjustments you are seeking, e.g., a temporary reduction in payment amount, extension of loan term, etc.]. I believe that working together on this matter can help avoid any negative impact on my credit and maintain a positive relationship with your institution.

I appreciate your understanding and consideration of my request. I am looking forward to your response and hope we can find a mutually agreeable solution. Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]