

Request for Auto Loan Payment Modification

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Loan Officer's Name
Bank or Credit Union Name
Bank Address
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request a modification to my auto loan payment terms due to [briefly explain your situation, e.g., financial hardship, job loss, etc.]. My loan account number is [Your Loan Account Number].

Given my current circumstances, I would greatly appreciate your consideration in adjusting my monthly payments. I am seeking [specific modification request, e.g., a lower monthly payment, a temporary payment deferment, etc.]. This adjustment would significantly assist me in managing my finances during this challenging time.

I am committed to fulfilling my obligations and am hopeful we can find a solution that works for both parties. Please let me know if you require any further documentation or information to support my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,
[Your Name]