

# Loan Modification Request Letter

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],

I hope this letter finds you well. I am writing to formally request a modification of my existing business loan (Account Number: [Your Account Number]). Due to [briefly explain your circumstances, e.g., financial difficulties, changes in the business environment], I am finding it increasingly challenging to meet my current loan obligations.

I would like to propose the following modifications to my loan terms: [list your proposed modifications, such as reduced interest rates, extended payment terms, etc.]. I believe these changes will help me stabilize my business and ensure that I can continue making timely payments in the future.

Please find attached [any relevant documents that support your request, such as financial statements, business plans]. I am hopeful for your understanding and support in this matter.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Business Name]