

Notice of Alteration of Car Loan Payment Schedule

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 message finds you well. I am writing to formally request an alteration to my car loan payment schedule for loan account number [Insert Account Number]. Due to [brief explanation of reason, e.g., financial hardship, job loss], I am unable to maintain my current payment arrangement.

To better manage my financial obligations, I would like to propose the following changes to my payment schedule:

- Proposed New Payment Amount: [Insert Amount]
- Proposed Payment Frequency: [Weekly/Bi-weekly/Monthly]
- Proposed Start Date: [Insert Date]

I appreciate your understanding regarding this matter and would be grateful for your prompt attention to my request. Please let me know if you require any additional information to process this alteration.

Thank you for your consideration.

Sincerely,

[Your Name]