

# Request for Auto Loan Payment Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Loan Officer's Name]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my auto loan payment schedule for my account [Account Number]. Due to [briefly explain your situation, e.g., a change in financial circumstances, unexpected expenses], I am currently facing difficulties in meeting my monthly payments.

As a result, I would like to request a modification to my payment plan. Possible adjustments could include a reduction in the monthly payment amount, an extension of the loan term, or a temporary forbearance. I believe that these adjustments would help me regain financial stability while continuing to meet my loan obligations.

I appreciate your attention to this matter and would be grateful if we could discuss possible options at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your understanding and support.

Sincerely,

[Your Name]