

[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 message finds you well. I am writing to formally request a modification of the terms of my loan (Account Number: [Your Account Number]) due to [brief explanation of your circumstances, e.g., financial hardship, job loss, etc.].

As you know, my current loan terms are [provide current terms, e.g., interest rate, payment amount, and duration]. I would greatly appreciate it if you could consider adjusting these terms to [propose new terms, e.g., reduced interest rate, extended payment period].

Since taking out this loan, my financial situation has changed because [provide details on your situation]. I believe that a modification would not only help me manage my repayments more effectively but would also ensure that I can continue to honor my obligations to your institution.

Thank you for considering my request. I am happy to provide any additional information you may need and am hopeful for a positive response. I look forward to your reply.

Sincerely,

[Your Name]