

Letter of Request for Loan Term Revision

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Institution]

[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 revision of the terms of my loan account, [Loan Account Number], which I obtained on [Loan Date]. Due to [briefly explain the reason for the request, if applicable], I am seeking to [specific changes you are seeking, such as a lower interest rate, extended repayment period, etc.].

I value my relationship with [Lender's Institution] and have been diligent in my repayments. [Mention any supporting details, such as on-time payments, length of relationship with the lender, etc.]. I believe that adjusting the terms of my loan would be beneficial for both parties as it would ease my financial strain while ensuring that I can continue fulfilling my obligations.

I would appreciate your understanding and consideration of my request. I am hopeful for a positive response, and I am open to discussing this matter at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]