

# Loan Repayment Adjustment Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [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 propose a modification to my loan repayment terms for my loan account with the reference number [Insert Loan Account Number]. Due to [briefly explain your reasons, e.g., unexpected financial hardship, job loss, etc.], I find myself in a position where meeting the current repayment schedule has become increasingly challenging.

After reviewing my financial situation, I respectfully request an adjustment to the repayment terms. Specifically, I propose [insert your proposed changes, e.g., extending the loan term, reducing the monthly payment, etc.], effective from [insert proposed start date]. I believe this adjustment would help me to stay current with my payments and avoid any defaults.

I appreciate your understanding and consideration of my request. I am committed to fulfilling my obligations and look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or documentation to process my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]