

Loan Repayment Term Modification Request

Date: [Insert Date]

To: [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 repayment terms for my loan, account number [Insert Account Number]. Due to [briefly explain reason such as financial hardship, job loss, etc.], I am finding it difficult to meet the current repayment schedule.

I would like to propose [insert your proposed terms, such as an extension of the repayment period or a temporary reduction in payments] to make the payments more manageable. I believe this modification will allow me to meet my obligations without defaulting on the loan.

I appreciate your understanding and consideration of my situation. I am hopeful that we can reach an agreement that works for both parties. Please let me know if you require any further information or documentation from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]