

Letter Template for Agreement Adjustment

Date: _____

From:

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

To:

[Lender Name]
[Lender Address]
[City, State, Zip Code]

Subject: Adjustment to Personal Loan Agreement

Dear [Lender Name],

I am writing to formally request an adjustment to the terms of my personal loan agreement, originally dated [Loan Agreement Date], referenced under loan number [Loan Number].

Due to [reason for adjustment, e.g., financial hardship, job loss, etc.], I am experiencing difficulty in adhering to the current payment schedule. I would like to propose the following adjustments:

- Change of payment due date to [proposed date].
- Modification of monthly payment amount to [proposed amount].
- Possibility of extending the loan term by [number of months/years].

I believe that these adjustments will allow me to maintain my commitments and continue making timely payments on the loan. I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]