

Request for Change in Personal Loan Terms

Date: [Insert Date]

To,
[Loan Officer's Name]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Appeal for Modification of Personal Loan Terms

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the terms of my personal loan, account number [Insert Account Number]. Due to [briefly explain the reason, e.g., unexpected financial hardships, changes in employment], I have found it increasingly difficult to meet my current payment obligations.

After careful consideration of my financial situation, I believe that adjusting the loan term or monthly payment amount would not only aid me in fulfilling my obligations but also ensure that I remain a loyal customer of [Bank Name]. I kindly request that we explore options such as extending the loan term, reducing the interest rate, or restructuring the payment plan.

I appreciate your understanding and assistance in this matter. I am willing to discuss this further at your earliest convenience and provide any additional documentation required to support my request.

Thank you for considering my appeal. I look forward to your positive response.

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