

# Personal Loan Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Amendment of Personal Loan Agreement

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an amendment to my personal loan agreement with the loan number [Insert Loan Number]. Due to [briefly explain reason--e.g., changes in financial circumstances, desire for modified payment terms, etc.], I would like to propose the following changes:

- [Detail 1: e.g., Adjustment of interest rate]
- [Detail 2: e.g., Extension of loan term]
- [Detail 3: e.g., Modification of repayment schedule]

I believe that these amendments would allow me to continue meeting my obligations while also ensuring that I am able to manage my finances effectively. I appreciate your consideration of my request.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification regarding my situation.

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

Sincerely,

[Your Name]