

# Personal Loan Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a modification of my personal loan account, which I have with your institution (Account Number: [Insert Account Number]). Due to [briefly explain your situation, e.g., financial hardship, job loss, etc.], I am currently facing challenges in making my regular payments.

I would like to propose the following modifications to make my payments more manageable: [List specific modifications you are requesting, e.g., reduced interest rate, extended term, temporary forbearance, etc.].

I appreciate your understanding and assistance in this matter. I am committed to repaying my loan and believe that these adjustments will help me get back on track.

Please let me know what documentation or further information you require from my side to process this request. I look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]