

Request for Installment Loan Modification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a modification of my installment loan due to a recent reduction in my income. My account number is [Your Account Number].

Unfortunately, due to [brief explanation of your situation, e.g., "a job loss" or "medical expenses"], my financial situation has changed. As a result, I am unable to meet the current payment terms of my loan.

I kindly request that you consider modifying my loan terms to more manageable payments. I believe that a modified plan would benefit both of us, allowing me to stay current on my payments and avoid default.

Attached to this letter, you will find supporting documents that outline my current financial situation, including [list of documents, e.g., "pay stubs, bank statements, and a budget outline"].

I appreciate your attention to this matter and hope to hear from you soon regarding my request. Thank you for your understanding.

Sincerely,

[Your Name]