

Installment Loan Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

Subject: Request for Loan Modification Due to Job Loss

I hope this message finds you well. I am writing to formally request a modification of my installment loan account number [Insert Account Number] due to an unforeseen job loss that has impacted my financial situation.

Until recently, I was employed at [Your Previous Employer's Name] and received a steady income that allowed me to meet my loan obligations. Unfortunately, as of [Date of Job Loss], I am no longer employed, and I am actively seeking new employment.

To avoid falling behind on my payments, I would like to explore options for modifying my loan terms, such as a temporary reduction in monthly payment amounts or an extension of the loan term. I believe that with a slight adjustment, I can continue to meet my financial responsibilities as I transition to new employment.

Attached are my recent pay stubs, bank statements, and any other relevant documents to support my request. I kindly ask for your understanding and assistance in this challenging time.

Thank you for considering my request. I look forward to your prompt response and hope to work together to find a viable solution.

Sincerely,

[Your Name]