

Request for Loan Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 installment loan due to financial hardship. My account number is [Your Account Number]. Due to [briefly explain your situation, e.g., loss of job, medical emergency, etc.], I am struggling to meet my current payment obligations.

I kindly ask that you consider adjusting the terms of my loan to make my payments more manageable. I am open to discussing various options, including a lower interest rate, extended repayment terms, or a temporary payment reduction.

Attached are documents supporting my financial situation, including [list of attached documents, e.g., pay stubs, medical bills, etc.]. I appreciate your attention to this matter and hope we can find a suitable solution.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]