

Loan Modification Request Due to Temporary Unemployment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Loan Servicer's Name]

[Loan Servicer's Address]

[City, State, Zip Code]

Dear [Loan Servicer's Name],

I am writing to formally request a modification of my installment loan due to temporary unemployment. My loan account number is [Your Loan Account Number]. I have recently experienced a loss of income as I was laid off from my job on [Date of Unemployment], and I am currently seeking new employment.

Given my financial situation, I am requesting a temporary loan modification which may include reduced payment amounts or a forbearance period until I am able to secure a new job and stabilize my income.

I have enclosed the necessary documentation to support my request, including my termination notice and any relevant financial statements. I am committed to repaying my obligations and want to work with you to avoid any negative impact on my credit.

Thank you for considering my request. I hope to hear from you soon to discuss possible options that may assist me during this challenging time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]