

Request for Installment Loan Modification

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Loan Officer's Name
Lender's Name
Lender's Address
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request a modification of my installment loan (Loan Number: [Your Loan Number]) due to some unexpected financial burdens that have arisen recently.

Unfortunately, I have encountered unforeseen medical bills and necessary home repairs that have significantly impacted my financial situation. In light of these circumstances, I am requesting a modification to my loan terms to alleviate some of the financial pressure.

I propose a temporary reduction in my monthly payments or an extension of the loan term, which would enable me to manage my finances more effectively during this challenging period.

I appreciate your understanding and consideration of my request. I am hopeful for a positive response and am willing to provide any necessary documentation to support my situation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]