

Loan Modification Request for Unforeseen Circumstances

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a modification to my installment loan, account number [Insert Account Number], due to unforeseen circumstances that have significantly impacted my financial situation.

Due to [briefly explain unforeseen circumstance, e.g., job loss, medical emergency], I am currently facing difficulties in making my scheduled payments. I have always been diligent in meeting my financial obligations, but these unexpected events have created a temporary hardship.

I kindly request your consideration of a loan modification that would allow for [specific request, e.g., lowered payment amounts, extended payment terms, etc.]. I believe this adjustment would enable me to manage my finances more effectively while continuing to honor my commitment to repay this loan.

I am open to discussing any alternative arrangements you might suggest. I have attached supporting documentation to substantiate my request, including [list any documents, e.g., pay stubs, medical bills, termination notice].

Thank you for your attention to this matter. I hope to hear from you soon to discuss possible solutions. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]