

Loan Term Change Request

Today's 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 letter finds you well. I am writing to formally request a modification of the terms of my loan due to unforeseen circumstances that have affected my financial situation.

Unfortunately, I have recently lost my job as [Your Job Title] at [Company Name] due to [brief explanation of the reason, e.g., company downsizing, restructuring]. This unexpected job loss has significantly impacted my income and my ability to meet my current loan obligations.

Given these circumstances, I kindly request a review of my loan terms, specifically [mention the specific changes you are seeking, e.g., a temporary forbearance, reduced payment amounts, or an extension of the loan term]. I believe these adjustments will allow me to manage my finances during this challenging time and ultimately fulfill my commitment to repay the loan.

Attached to this letter are documents that confirm my job loss and any additional information you may need for your review.

Thank you for considering my request. I appreciate your understanding and support during this difficult period. I look forward to your prompt response.

Sincerely,

[Your Name]