

Loan Repayment Reduction Inquiry

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 reduction in my loan repayments due to my current unemployment status.

As of [insert date of unemployment], I have been unable to secure consistent employment, which has significantly impacted my financial situation. My current loan details are as follows:

- Loan Account Number: [Insert Account Number]
- Loan Type: [Insert Loan Type]
- Total Outstanding Balance: [Insert Amount]

Given these circumstances, I kindly ask if you could consider a temporary reduction in my loan repayments or provide information on any available hardship programs. I believe this will assist me in managing my finances during this challenging time.

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

Sincerely,

[Your Name]