

Request for Loan Schedule Adjustment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to formally request an adjustment to my loan schedule due to my current unemployment situation. My loan account number is [Account Number].

Unfortunately, I was recently laid off from my job at [Company Name] on [Date of Unemployment]. This unforeseen circumstance has significantly impacted my ability to make my scheduled loan payments. I am actively seeking new employment but require some assistance in the meantime to manage my financial obligations.

Given my situation, I kindly request a temporary adjustment to my loan repayment schedule. I am hopeful for a reduction in my monthly payments or a deferment period until I secure new employment.

Thank you for considering my request. I appreciate your understanding during this challenging time, and I look forward to your prompt response.

Sincerely,

[Your Name]