

# Loan Modification Agreement

Date: [Insert Date]

To: [Borrower's Name]  
[Borrower's Address]  
[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to inform you about the modification of your existing loan agreement (Loan Account Number: [Insert Loan Number]) to better accommodate your current financial situation and improve your cash flow.

## New Loan Terms

- **New Principal Amount:** \$[Insert Amount]
- **New Interest Rate:** [Insert Rate]% (previously [Insert Previous Rate]%)
- **New Maturity Date:** [Insert New Maturity Date]
- **New Monthly Payment:** \$[Insert New Payment Amount]

These modifications are effective as of [Insert Effective Date]. Please review the enclosed details and let us know if you agree with these changes.

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

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

Sincerely,

[Your Company Name]  
[Your Name]  
[Your Title]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]