

# Decreased Income Notice

Date: [Insert Date]

To: [Lender's Name]

From: [Your Name]

Address: [Your Address]

City, State, Zip: [Your City, State, Zip]

Loan Number: [Your Loan Number]

Dear [Lender's Name],

I am writing to formally notify you of a significant decrease in my income, which has impacted my ability to maintain timely mortgage payments. My financial situation has changed due to [briefly describe the reason for decreased income, e.g., job loss, reduced hours, etc.].

As a result of this change, I kindly request your consideration for a loan modification to help me manage my mortgage payments during this challenging time. I believe that adjusting the terms of my loan would enable me to continue making payments and avoid default.

Attached to this letter, you will find supporting documentation regarding my current financial status, including [list any attached documents, such as pay stubs, unemployment letters, etc.]. I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]

[Your Contact Information]