

Income Adjustment Request

Date: _____

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

Lender's Name
Lender's Company
Lender's Address
City, State, Zip Code

Dear [Lender's Name],

I am writing to formally request an adjustment to my income information for the purpose of recalculating my loan repayment terms. Due to [brief explanation of situation, e.g., changes in employment, loss of income], my financial circumstances have changed significantly since my loan was originally processed.

To provide a clearer picture of my current situation, I have attached [list any relevant documents, e.g., recent pay stubs, tax returns, etc.]. I believe that considering this updated information will allow for a more manageable repayment plan.

I appreciate your understanding and assistance in this matter. Please let me know if you require any additional information or documentation to process my request.

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

Sincerely,
[Your Name]