Temporary Income Reduction Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally notify you of a temporary reduction in my income due to [briefly explain reason, e.g., job loss, medical situation, etc.]. This change has impacted my ability to meet my current loan payment obligations.

I kindly request your assistance in restructuring my loan payments to accommodate my current financial situation. I believe that with a temporary adjustment, I will be able to maintain my commitment to repaying the loan.

Details of my loan are as follows:

- Loan Account Number: [Insert Account Number]
- Original Loan Amount: [Insert Amount]
- Current Monthly Payment: [Insert Amount]

I propose a temporary reduction in payments to [insert proposed amount] for the next [insert duration, e.g., three months]. I am hopeful that by the end of this period, my financial situation will improve.

Please let me know if additional documentation is needed to process this request. I appreciate your understanding and assistance during this challenging time.

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

Sincerely,

[Your Name]