

Letter of Appeal for Revision of Loan Conditions

To: [Lending Institution's Name]

[Lending Institution's Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Loan Officer's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to formally request a revision of the terms and conditions of my existing loan, account number [insert loan account number]. Due to [briefly explain your circumstances, e.g., unexpected financial difficulties, job loss, medical expenses], I am finding it increasingly challenging to meet the current repayment terms.

I am committed to fulfilling my obligations and would greatly appreciate your consideration in revising the loan conditions. Specifically, I am requesting [outline the changes you are seeking, e.g., a reduction in monthly payments, an extension of the loan term, or a lower interest rate].

I sincerely appreciate the support I have received from [Lending Institution's Name] and hope to work together to find a solution that benefits both parties. Please let me know if there are any documents or information you require to process my request.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]