

Application for Adjustment in Loan Repayment Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request an adjustment in the repayment terms of my loan account, number [Your Loan Account Number]. Due to [briefly explain your reason, e.g., unexpected financial hardship, job loss, medical expenses, etc.], I am finding it difficult to meet the current repayment schedule.

I would greatly appreciate your consideration of my request to [propose an adjustment, e.g., extend the repayment period, reduce the monthly payment amount, temporarily defer payments, etc.]. I believe that this adjustment will allow me to continue making timely payments while I regain my financial stability.

I am committed to meeting my obligations and maintaining a positive relationship with your institution. Thank you for considering my request. I look forward to discussing this matter with you and finding a solution that works for both parties.

Sincerely,

[Your Name]