

Formal Request to Amend Loan Terms

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 amendment to the terms of my loan, account number [Account Number], which I obtained on [Loan Date].

Due to [brief explanation of circumstances prompting the request, e.g., financial hardship, unexpected expenses, etc.], I am seeking to adjust the following terms:

- [Specific term to be amended, e.g., interest rate, payment schedule, loan amount, etc.]

I believe that these adjustments will allow me to meet my obligations while ensuring that I can continue to maintain a positive relationship with your institution.

I appreciate your consideration of my request and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or to discuss this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]