

Inquiry for Modification of Loan Agreement

Date: [Insert 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 hope this message finds you well. I am writing to formally inquire about the possibility of modifying my loan agreement, currently under account number [Insert Account Number]. Due to [briefly explain the reason - e.g., financial hardship, change in employment, etc.], I am hoping to discuss options that may be available to me.

Specifically, I would like to explore [mention specific modifications sought, e.g., reduced interest rates, extended repayment terms, payment deferment, etc.]. I believe these adjustments could help me manage my responsibilities more effectively while ensuring that I continue to meet my obligations.

I appreciate your understanding and consideration of my request. Please let me know a convenient time for us to discuss this matter further, or if you require any additional information from my side.

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

Warm regards,

[Your Name]