

Loan Term Amendment Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank or Lender's Name]

[Bank or Lender's Address]

[City, State, Zip Code]

Dear [Bank or Lender's Name],

I hope this message finds you well. I am writing to formally request an amendment to the terms of my existing loan (Loan Number: [Insert Loan Number]).

Due to [briefly explain reason for amendment request, e.g., financial changes, unforeseen circumstances], I would like to request an adjustment to the loan term from [current term] to [desired term].

I appreciate your consideration of this request and would be grateful for any assistance you can provide in facilitating this amendment.

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

Sincerely,

[Your Name]