

Request for Alteration of Loan Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an alteration to the terms of my existing loan with your institution, account number [Insert Account Number].

Due to [briefly explain your situation, e.g., financial difficulties, change in employment], I am unable to meet the current repayment terms. I kindly request an adjustment to [specify the terms you would like to change, e.g., lower interest rate, extended repayment period].

I believe that this adjustment would not only assist me in managing my payments more effectively but also ensure that I continue to honor my obligations to your institution.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]