

Request for Income-Driven Repayment Plan Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Student Loan Servicer

[Servicer Name]

[Servicer Address]

[City, State, Zip Code]

Dear [Servicer Name],

Subject: Request for Adjustment of Income-Driven Repayment Plan

I am writing to request an adjustment to my current income-driven repayment plan. My name is [Your Full Name], and my account number is [Your Account Number].

Recently, I have experienced [briefly explain reason for adjustment - e.g., change in income, change in family size, etc.]. As a result, my financial situation has changed, and I believe an adjustment to my repayment plan is necessary.

Attached are the necessary documents to support my request, including [list any documents, e.g., income statements, tax returns, etc.].

I appreciate your attention to this matter and look forward to your prompt response. If further information is needed, please feel free to reach out to me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]