Student Loan Payment Adjustment Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Student Loan Servicer Name

Servicer Address

City, State, Zip Code

Subject: Request for Payment Adjustment on Student Loan

Dear [Servicer's Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my student loan payment plan due to [reason for the request, e.g., financial hardship, change in employment, etc.]. My account number is [your account number].

Due to [specific circumstances explaining your situation], it has become increasingly difficult for me to maintain my current payment schedule. I would appreciate it if you could review my account and consider adjusting my payment amount or allowing for a deferment.

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

Sincerely,

[Your Name]