

# Request to Modify Loan Repayment Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request a modification of the repayment terms for my loan account #[Insert Loan Number]. Due to [briefly explain your reasons, e.g., unforeseen financial difficulties, loss of income], I am finding it increasingly challenging to keep up with the current payment schedule.

To better manage my financial situation, I would like to propose the following modification to my loan repayment terms: [insert your proposed terms, e.g., lower monthly payment amount, extended repayment period].

I appreciate your understanding and consideration of my request. I look forward to your prompt response and hope we can reach a mutually beneficial arrangement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]