

Letter of Documentation for Income Changes

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally document a change in my income that may impact my loan repayments. My name is [Your Name], and my loan account number is [Loan Account Number].

Details of Income Change:

- Previous Monthly Income: \$[Previous Income]
- New Monthly Income: \$[New Income]
- Effective Date of Income Change: [Effective Date]

This change in income has been caused by [brief explanation of the reason, e.g., job loss, salary reduction, etc.]. As a result, I anticipate difficulties in meeting my current loan repayment schedule.

I am requesting your assistance in reviewing my loan terms and finding a solution that accommodates my new financial situation. I would appreciate any guidance or options available, such as a temporary forbearance or modified repayment plan.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification needed regarding this change.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]