

# Loan Modification Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 my loan due to recent changes in my salary that have impacted my ability to meet my current repayment obligations.

As of [insert date], I experienced a reduction in my salary from [previous salary] to [current salary]. This unexpected change has made it increasingly difficult for me to maintain my monthly payments without causing undue financial distress.

To illustrate my situation, [briefly explain any additional financial difficulties, e.g., increased living expenses, medical bills, etc.].

Given these circumstances, I kindly ask that you consider modifying the terms of my loan. Possible adjustments could include a reduction in the monthly payment amount, an extended repayment period, or a temporary forbearance. I believe these changes would allow me to continue making my payments and maintain my financial stability.

I am eager to work together to find a viable solution and hope to hear from you soon regarding this matter. Thank you for your understanding and support during this challenging time.

Sincerely,  
[Your Name]