

# Loan Payment Modification Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a modification to your loan payment terms due to recent changes in your salary.

As of [Insert Effective Date], your new monthly payment will be adjusted to [Insert New Payment Amount]. This adjustment reflects your revised financial situation and is aimed at providing you with manageable payment terms.

If you have any questions or require further assistance regarding this modification, please do not hesitate to contact us at [Insert Contact Information]. We are here to help you navigate this change.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]