

Loan Repayment Adjustment Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my loan repayment terms due to a significant reduction in my income as a result of [briefly explain the reason for income reduction, e.g., job loss, medical issues, etc.].

My current loan agreement states [insert relevant details about the loan, such as amount, term, and monthly payment]. Given my current financial situation, I am unable to meet the existing repayment terms. I would like to discuss possible solutions, including a temporary reduction in payment amounts or an extension of the loan term.

I believe that with your understanding and support, we can find a mutually beneficial adjustment that will allow me to continue honoring my commitment while navigating these challenging circumstances.

Thank you for considering my request. I look forward to your prompt response so we can discuss potential options. Please feel free to contact me at [your phone number] or [your email] at your earliest convenience.

Sincerely,

[Your Name]