

Notification of Temporary Income Reduction

Date: [Insert Date]

[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 inform you of a temporary reduction in my income due to [briefly explain reason, e.g., job loss, reduced hours, etc.]. This change has been effective since [insert date] and is expected to last until [insert expected end date].

As a result, I am experiencing difficulty in meeting my financial obligations, including my loan payments. I am committed to fulfilling my responsibilities and am exploring ways to improve my situation, including [mention any actions you are taking, e.g., seeking new employment, applying for assistance, etc.].

I kindly request your understanding and consideration as I navigate this challenging period. If possible, I would appreciate any temporary relief options you may offer, such as a payment deferment or restructure of my loan terms.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]