

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 follow up on my previous request dated [insert date of previous request] regarding a possible adjustment to my mortgage payment based on my revised budget. I appreciate your attention to my situation and any updates you could provide.

Given the recent changes in my financial circumstances, I believe an adjustment to my payment plan would greatly assist me in managing my obligations successfully. I've attached the necessary documents outlining my current budget and financial status for your review.

I understand that these adjustments take time, and I am grateful for your support and understanding during this process. Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Name]