

Alteration to Loan Repayment Conditions

[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 am writing to formally request an alteration to the repayment conditions of my loan account [Loan Account Number]. Due to [brief explanation of your situation, e.g., "a change in my financial circumstances"], I am seeking to modify the current repayment terms.

I would appreciate the opportunity to discuss the possibility of [specific requests, e.g., "extending the repayment period," "reducing the monthly payment," etc.]. I believe that these alterations would enable me to manage my repayments more effectively while remaining committed to fulfilling my obligations.

Please let me know a convenient time for us to discuss this matter further. I am looking forward to your understanding and support.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]