

Loan Terms Alteration Request

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Alteration of Loan Terms

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an alteration to the terms of my current loan ([Loan Account Number]), due to [reason for request, e.g., financial hardship, change in circumstances, etc.].

I would like to propose the following changes to my loan agreement:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

I believe these alterations will allow me to maintain my repayment schedule more effectively and avoid defaulting on the loan.

I appreciate your consideration of my request and look forward to discussing this matter further. Please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]