

Request for Loan Agreement Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your 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 a modification to my loan agreement, referenced under the account number [Your Account Number]. Due to [brief explanation of circumstances, e.g., financial difficulties, job loss], I am seeking to adjust the terms of my loan to ensure that I can meet my obligations more efficiently.

Specifically, I would like to request the following changes:

- [Change 1, e.g., reduced interest rate]
- [Change 2, e.g., extended payment period]
- [Change 3, e.g., temporary payment relief]

I believe that these modifications will allow me to maintain good standing with my obligations and avoid defaulting on my loan. I am committed to fulfilling my responsibilities and appreciate your understanding of my situation.

Thank you for considering my request. I look forward to discussing this matter further and finding a solution that works for both parties.

Sincerely,

[Your Name]