

Repayment Schedule Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 of my current repayment schedule for the loan I have with your institution, identified by account number [Insert Account Number].

Due to [briefly explain your circumstance, e.g., unexpected financial difficulties, change in employment], I am finding it increasingly challenging to adhere to the existing repayment terms. I kindly ask you to consider [proposed changes, e.g., extending the repayment period, lowering monthly payments] to better accommodate my current financial situation.

I am committed to fulfilling my obligations and appreciate any assistance you can provide to help me manage this loan effectively. I would be grateful if we could discuss this matter at your earliest convenience.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]