

# Repayment Terms Alteration Inquiry

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of altering my current repayment terms regarding my loan account #[Account Number]. Due to [brief explanation of circumstances, e.g., unforeseen financial difficulties, changes in employment, etc.], I am finding it challenging to meet the existing repayment schedule.

Understanding the importance of fulfilling my obligations, I would like to propose a review of my repayment terms. Specifically, I am interested in [describe desired changes, e.g., extending the repayment period, reducing monthly payments, etc.]. I believe that such modifications would enable me to manage my finances more effectively while continuing to honor my commitment to repay the loan.

Thank you for considering my request. I appreciate your time and am hopeful for a positive response. Please let me know if you require any further information or documentation to support my inquiry.

Sincerely,

[Your Name]