

Loan Ownership Modification Application

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 am writing to formally request a modification of the ownership on my existing loan, account number [Insert Account Number]. Due to [briefly explain your reason, e.g., a change in financial status, marital status, etc.], I would like to [state your request clearly, e.g., transfer the loan to another individual, change the loan term, etc.].

I have attached all necessary documentation to support my request, including [list any attached documents, such as proof of income, identification, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for considering my application.

Sincerely,

[Your Name]