

Formal Request for Loan Ownership Alteration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an alteration of ownership for the loan associated with account number [Insert Account Number]. Due to [briefly explain reason for request, e.g., changes in financial situation, personal circumstances], I would like to transfer the ownership of the loan from [Current Owner's Name] to [New Owner's Name].

Attached to this letter are the necessary documents required for the ownership transfer process, including [list any relevant documents, e.g., identification proof, transfer agreements, etc.]. I kindly ask for your assistance in processing this request at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]