

Request for Reduced Student Loan Payment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a reduction in my monthly student loan payments due to [brief explanation of your financial circumstances, e.g., job loss, medical emergency, etc.]. My loan account number is [Your Loan Account Number].

Due to my current situation, I am unable to keep up with my existing payment schedule of [current payment amount]. I kindly request a review of my case and a modification of my payment terms to [proposed reduced payment amount].

I have attached documentation to support my request, including [list any attached documents such as pay stubs, bank statements, etc.]. I am committed to repaying my loans and believe that adjusting my payment plan will enable me to meet my obligations more effectively.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please feel free to contact me at [your phone number] or [your email address] should you require further information.

Sincerely,

[Your Name]