

Proposal for Penalty-Free Loan Adjustment

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally propose an adjustment to my current loan agreement ([Loan Account Number]) with your institution. Due to unforeseen circumstances, I find myself in a position where I am unable to continue making regular payments without incurring penalties.

In light of my recent circumstances, I kindly request a temporary penalty-free adjustment to my loan terms, which would allow me to manage my financial situation more effectively while maintaining my commitment to repaying the loan.

I understand the importance of adhering to the original loan terms and appreciate your consideration of my request. A penalty-free adjustment would significantly alleviate my financial burden during this challenging period, and I am committed to returning to regular payment terms as soon as possible.

Thank you for your attention to this matter. I look forward to your favorable response and am happy to discuss this proposal further at your convenience.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]