

Request for Revision of Loan Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Lender's Name]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a revision of the terms associated with my current loan agreement (Loan No: [Insert Loan Number]). Due to [brief reason for requesting a revision], I am seeking a no-penalty adjustment to the existing terms.

I believe that a revision would allow me to maintain my obligations while ensuring continued compliance with the loan agreement. I am committed to upholding my financial responsibilities and appreciate your understanding of my situation.

Please let me know a suitable time to discuss this matter further. I am keen to work together to find a resolution that benefits both parties.

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

Sincerely,

[Your Name]