

Loan Adjustment Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Loan Officer's Name]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my loan terms for [Loan Account Number or Type of Loan] due to [brief explanation of reason, e.g., financial hardship, change in circumstances, etc.].

Since [mention date or event leading to the need for adjustment], I have encountered [explain situation briefly]. This has impacted my ability to maintain the current terms of my loan. I am committed to fulfilling my financial obligations and would greatly appreciate your assistance in adjusting my loan terms to better align with my current situation.

Here are the specific adjustments I am requesting:

- [Adjustment 1]
- [Adjustment 2]
- [Adjustment 3]

I believe these adjustments will help me manage my payments more effectively while remaining committed to my obligations. I appreciate your understanding and consideration of my situation.

Please let me know if you require any additional information or documentation to process this request. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]