

# **Inquiry for Alteration of Loan Terms**

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Loan Officer's Name  
Bank/Loan Institution's Name  
Bank Address  
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to inquire about the possibility of altering the terms of my current loan, account number [Your Loan Account Number]. Due to [brief explanation of your situation, e.g., unexpected financial difficulties, changes in income], I am seeking adjustments that would help me manage my repayment more effectively.

Specifically, I would like to discuss the following options:

- Lowering the interest rate
- Extending the loan term
- Adjusting the monthly payment amounts

I believe that these changes would not only aid in my financial stability but also ensure that I can continue to meet my obligations under our agreement. I would greatly appreciate your guidance on this matter and any information regarding the process to formally request these alterations.

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

Sincerely,  
[Your Name]