

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company]

[Company Address]

[City, State, ZIP Code]

## **Subject: Request for Modification of Loan Agreement**

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a modification to my loan agreement for loan number [Loan Number], which was executed on [Original Loan Date]. Due to [brief explanation of the reason for modification, e.g., financial hardship, change in employment], I am seeking to adjust the terms of my loan.

Specifically, I would like to request the following changes:

- [Proposed Modification 1]
- [Proposed Modification 2]
- [Proposed Modification 3]

I believe that these changes will enable me to meet my repayment obligations more effectively. I appreciate your understanding and consideration of my situation.

Please let me know if you require any additional information or documentation in support of my request. I am hopeful for a favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]