

Request for Loan Term Adjustment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an adjustment to the terms of my current loan ([Loan Number]). Due to [brief explanation of circumstances, e.g., unforeseen financial difficulties, changes in income, etc.], I am finding it challenging to maintain the existing payment schedule.

I would greatly appreciate your consideration of my request to adjust the loan terms, specifically [mention specific adjustment requested, e.g., extending the repayment period, lowering the interest rate, etc.]. I believe that this adjustment would help me manage the loan more effectively and ensure timely payments moving forward.

Thank you for considering my request. I am looking forward to your response and hope we can work together to find a suitable solution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or discussion.

Sincerely,

[Your Name]