

Loan Repayment Schedule Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a modification of the repayment schedule for my loan with account number [Insert Account Number]. Due to [brief explanation of the reason for the request, e.g. unforeseen financial difficulties, job loss, medical expenses], I am finding it challenging to meet the current repayment terms.

I would greatly appreciate your consideration in allowing a modification of my loan repayment schedule. Specifically, I am seeking [mention specific modifications desired, e.g. lower monthly payments, extended repayment period, temporary forbearance].

I am committed to fulfilling my obligations and ensuring that my loan is repaid. I believe that a modified repayment schedule will enable me to make consistent payments moving forward.

Thank you for considering my request. I look forward to your prompt response and am hopeful for a positive resolution. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Sincerely,

[Your Name]