

Request for Modified Loan Repayment Terms

Date: [Insert Date]

[Loan Officer's Name]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request a modification of the repayment terms regarding my loan with account number [Insert Account Number]. Due to [briefly explain your circumstances such as financial hardship, job loss, etc.], I am currently facing difficulties in meeting the existing repayment terms.

Given these circumstances, I would like to propose a modification to my loan repayment plan that would allow me to better manage my payments. I believe that [suggest your proposed terms, e.g., reduced monthly payment, extended repayment period, etc.]. I am confident that this adjustment will help me maintain consistent payments and avoid defaulting on my loan.

I have always strived to honor my financial commitments and I deeply appreciate your consideration of this request. Enclosed are [list any supporting documents, e.g., proof of income, bank statements, etc.]. I am hopeful that together we can find a suitable solution.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]