

Inquiry Regarding Loan Payment Schedule Revision

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 hope this message finds you well. I am writing to inquire about the possibility of revising the payment schedule for my current loan (Loan Account Number: [Insert Loan Number]). Due to [brief explanation of the reason, e.g., unforeseen personal circumstances], I am finding it challenging to adhere to the existing payment schedule.

I would appreciate the opportunity to discuss potential options for adjusting my payment terms, which may include extending the payment duration or adjusting the monthly installment amount. I believe this would enable me to meet my financial obligations more effectively while ensuring that I remain in good standing with my loan.

Please let me know a convenient time for us to discuss this matter further. Thank you for your attention to my request, and I look forward to your response.

Sincerely,
[Your Name]