

Loan Payment Modification Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[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 formally request a modification of my loan payment terms for my loan account #[Account Number]. Due to [briefly explain your reason, e.g., financial hardship, job loss, medical expenses], I am currently facing challenges in meeting my monthly payment obligations.

Given these circumstances, I would like to propose a modification of my loan terms. I am requesting [describe the type of modification you are seeking, e.g., reduced monthly payments, extended loan term, payment deferral]. I believe that this modification will allow me to better manage my financial situation while continuing to honor my loan agreement.

I have attached relevant documentation to support my request, including [list any documents, e.g., income statements, medical bills, termination letters]. I am hopeful that you will consider my request favorably.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,
[Your Name]