

Request for Reduction of Loan Principal Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Position]

[Lender's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the principal balance on my loan, account number [Insert Account Number]. Due to unforeseen circumstances, I am facing financial difficulties that have made it increasingly challenging to manage my current repayment terms.

I have been a loyal customer and have always tried to meet my obligations; however, my situation has changed due to [briefly explain reasons such as job loss, medical emergencies, etc.]. I kindly ask you to review my account and consider reducing the principal balance to help alleviate my financial burden.

I believe that a reduction would not only assist me during this difficult time but also maintain our positive relationship and allow me to continue my payments in the future. Please let me know what documentation you may need from my side to support my request.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]