

Loan Principal Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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 the principal amount of my loan (Loan Number: [Insert Loan Number]) due to [briefly explain reason, e.g., financial hardship, recent circumstances].

Since the initiation of this loan, I have encountered [briefly describe hardships or changes in circumstances]. As a result, I am unable to meet the current payment obligations.

In light of these challenges, I kindly request your consideration for a modification of the principal amount to [proposed new principal amount or terms]. This adjustment would greatly improve my ability to manage my finances and meet my loan obligations successfully.

I would appreciate your prompt attention to this matter and am open to discussing any possible options that may be available. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]