

Loan Principal Reduction Documentation 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 am writing to formally request a reduction in the principal amount of my loan, Account Number: [Insert Account Number]. In light of my current financial situation, I believe that a reduction in the principal would significantly enhance my ability to meet the repayment obligations.

To support my request, I have attached the necessary documentation, including:

- Proof of income
- Monthly budget and expenses
- Any other relevant financial statements

I kindly request that you review my documentation and consider my application for a principal reduction. I am committed to the responsible management of my loan and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]