

# Formal Request for Loan Principal Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Bank/Institution's Name]

[Bank/Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an adjustment to the principal amount of my loan account [Loan Account Number] due to [briefly state the reason, e.g., financial hardship, unforeseen circumstances, etc.].

Given my current situation, I believe that an adjustment may be beneficial for both parties, allowing me to manage my payments more effectively while still fulfilling my obligations as a borrower.

Please let me know if there are forms or additional information needed to facilitate this request. I appreciate your understanding and consideration regarding this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]