

Loan Principal Reduction Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request assistance with regard to the reduction of my loan principal for my account with your institution, reference number [Insert Account Number]. Due to [briefly explain your financial situation], I am seeking a loan principal reduction to make my payments more manageable.

I have been a loyal customer of [Lender's Name] since [Insert Year], and it has always been my intention to fulfill my loan obligations. However, [provide any relevant details about employment changes, personal issues, etc. that have affected your financial situation].

I kindly ask you to consider my request for a loan principal reduction. I am eager to work towards a solution that would allow me to continue making my payments and keep my account in good standing.

Thank you for your attention to this matter. I hope to hear from you soon so we can discuss this further.

Sincerely,

[Your Name]