

# Application for Loan Duration Revision

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Institution]

[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 revision of the duration of my existing loan with [Loan Account Number]. The current terms of the loan create a financial burden, and I believe that an adjustment of the loan duration would provide me with a more manageable repayment plan.

Due to [briefly explain reason, e.g., unforeseen circumstances, financial hardship, etc.], I am unable to meet the current repayment schedule. I kindly request that you consider extending the duration of my loan. I believe that this adjustment will benefit both parties by ensuring that I can continue making timely payments.

I appreciate your consideration of my request and would be grateful for any assistance or options you can provide. Please let me know if any further information or documentation is needed.

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

Sincerely,

[Your Name]