

Inquiry for Loan Term Change

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to inquire about the possibility of changing the terms of my existing loan (Account Number: [Your Account Number]). Due to [brief reason for request, e.g., financial circumstances, interest rate changes], I would like to explore the options available to adjust the term of my loan.

Specifically, I am interested in [mention preferred loan term adjustments, e.g., extending the term, lowering monthly payments]. I believe this adjustment would help me manage my payments more effectively.

I would appreciate any information you could provide regarding this matter, including eligibility criteria, potential impacts on my interest rate, and the process for formalizing any changes.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]