

Loan Duration Modification Request

[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 hope this letter finds you well. I am writing to formally request a modification to the duration of my loan, account number [Your Loan Account Number]. Due to [brief explanation of your circumstances, e.g., financial hardships, a change in employment, etc.], I am seeking to extend the loan duration to [proposed duration] in order to ease my monthly financial burden.

I have always strived to stay current with my payments and hope that you will consider my request favorably. I believe that this modification will allow me to manage my finances more effectively while continuing to meet my obligations.

Thank you for considering my request. I look forward to your positive response at your earliest convenience. Please contact me at [Your Phone Number] or [Your Email Address] if you need any further information or documentation.

Sincerely,

[Your Name]