

Notification of Loan Duration Alteration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Loan Provider's Name]

[Bank/Loan Provider's Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally notify you of a change regarding my loan agreement (Loan Number: [Insert Loan Number]). I would like to request an alteration in my loan duration due to [briefly explain reason, if necessary].

Currently, my loan is set to be repaid by [Original Loan End Date], and I am requesting an extension to [New Loan End Date]. I believe that this alteration will assist me in managing my financial obligations more effectively.

Please advise me on the possible steps to initiate this alteration and whether there are any additional requirements that I need to fulfill. I am willing to provide any necessary documentation and discuss this matter further at your convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]