

Request for Change in Loan Duration

[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 formally request a change in the duration of my loan account, [Loan Account Number]. Due to [brief reason for the request, e.g., unforeseen financial circumstances], I am finding it increasingly difficult to adhere to the current repayment schedule.

After assessing my financial situation, I believe extending the loan duration will enable me to manage my payments more effectively.

I kindly ask you to consider my request for an extension of the loan duration from [Current Duration] to [Requested Duration]. I appreciate your understanding and assistance in this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]