

Loan Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request an amendment to my variable-rate loan with account number [Insert Account Number]. Due to [brief explanation of circumstances, e.g., changes in financial situation, market conditions, etc.], I would like to discuss the possibility of modifying the terms of my loan.

Specifically, I am requesting the following amendments:

- [Specify desired change 1]
- [Specify desired change 2]
- [Specify desired change 3]

I believe these adjustments will better align with my current financial circumstances and ensure timely payments moving forward. I would appreciate the opportunity to schedule a meeting or a call to discuss this matter further.

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

Sincerely,

[Your Name]