

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

The Manager

Axis Bank

[Branch Address]
[City, State, ZIP Code]

Subject: Request for Loan Installment Adjustment

Dear [Manager's Name],

I hope this letter finds you well. I am writing to request a modification of my loan installment payment for my account [Your Account Number]. Due to [brief explanation of your situation, e.g., unforeseen financial circumstances, job loss, medical emergencies], I am currently facing challenges in meeting my monthly loan payments. I would like to request an adjustment in my installment plan that would allow me to manage my finances more effectively.

I kindly ask for your assistance in considering a [suggestion for adjustment, e.g., delayed payment, reduced monthly payments, extension of loan tenure] for a certain period. I am committed to fulfilling my loan obligations and believe that this temporary adjustment will enable me to continue making timely payments.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]