

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

The Branch Manager
Axis Bank

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

Subject: Request for Loan Modification

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to formally request a modification of my loan account with Axis Bank, bearing account number [Your Loan Account Number].

Due to [brief explanation of your situation, e.g., financial difficulties, changes in employment], I am currently facing challenges in meeting my repayment obligations. I would greatly appreciate any assistance that Axis Bank could provide in modifying the terms of my loan.

I am seeking [specific modifications you are requesting, such as an extension of the repayment period, lower interest rate, or temporary payment relief]. I believe that these changes will enable me to manage my payments more effectively and continue my commitment to repaying the loan.

I have attached relevant documents to support my request, including [list any documents you are including, such as income statements, bank statements, or letters from employers].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]