

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

[Bank Name]  
Attention: Loan Modification Department  
[Bank Address]  
[City, State, Zip Code]

Subject: Loan Modification Proposal for Account #[Your Account Number]

Dear [Loan Officer's Name or "Loan Modification Department"],

I hope this letter finds you well. I am writing to formally request a modification of my loan terms for account #[Your Account Number]. Due to unforeseen circumstances, including [briefly explain your situation, e.g., job loss, medical issues, etc.], I am currently facing difficulties in making my monthly payments.

To address this issue and keep up with my obligations, I am proposing the following modifications to my loan:

1. **\*\*Lower Interest Rate:\*\*** Request a reduction of the interest rate from [Current Rate]% to [Proposed Rate]% to help reduce monthly payments.
2. **\*\*Extended Loan Term:\*\*** Consider extending the loan term from [Current Term] years to [Proposed Term] years to lower the monthly payment amount.
3. **\*\*Forbearance Option:\*\*** A temporary forbearance for [X months] to allow me to regain financial stability.

I have included documentation to support my request, including [list any enclosed documents, such as income statements, hardship letters, etc.]. I believe that these modifications will enable me to meet my obligations and avoid defaulting on my loan.

I appreciate your understanding and consideration of my request. I am hopeful we can work together to find a solution that benefits both parties. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]