

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Loan Servicer's Name]
[Loan Servicer's Address]
[City, State, ZIP Code]

Subject: Request for Loan Modification

Dear [Loan Servicer's Name or "Customer Service"],
I hope this letter finds you well. I am writing to formally request a modification of the loan currently held with your institution.

Loan Account Number: [Your Loan Account Number]

Due to [briefly explain your financial hardship, e.g., job loss, medical expenses, etc.], I am struggling to maintain my current loan payments. My situation has changed since I originally took out the loan, and I would greatly appreciate your assistance in modifying the terms.

I am requesting a modification to [specify what type of modification you are seeking, e.g., lower interest rate, extended repayment term, etc.]. Specifically, I believe this adjustment would enable me to manage my payments more effectively and avoid foreclosure.

I have attached relevant documentation to support my request, including [list the documents you are including - e.g., income statements, a budget plan, etc.].

Thank you for considering my request for a loan modification. I am hopeful that we can reach a solution that works for both parties. I look forward to your prompt response.

Sincerely,

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