

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

[Loan Provider's Name]
[Loan Provider's Address]
[City, State, Zip Code]

Subject: Loan Modification Agreement

Dear [Loan Provider's Name],

I am writing to formally request a modification to my existing loan agreement with your institution, dated [Original Loan Date], with loan number [Loan Number]. Due to [brief explanation of your circumstances, e.g., financial hardship, change in employment], I would like to propose the following modifications:

1. ****New Loan Amount****: [Proposed amount, if applicable]
2. ****New Interest Rate****: [Proposed interest rate]
3. ****Revised Payment Terms****: [Proposed monthly payment amount and duration]
4. ****Additional Terms****: [Any other relevant terms]

I believe these adjustments will enable me to continue making payments on the loan and maintain my account in good standing. I appreciate your understanding and consideration of my request.

Please let me know if you require any further documentation or information to process this modification. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]