

Date: [Current Date]

To: [Lender Name/Financial Institution]

Loan Department

Address: [Lender Address]

City, State, Zip: [City, State, Zip Code]

Subject: Request for Modification of Auto Loan Pre-Approval - [Application/Reference Number]

To Whom It May Concern,

I am writing to formally request a modification to my existing auto loan pre-approval issued on [Date of Original Pre-Approval].

Due to [Reason for Change: e.g., a change in vehicle choice, a higher purchase price, or updated trade-in value], I would like to request the following adjustments to my pre-approval terms:

- **Current Pre-Approved Amount:** \$[Amount]
- **Requested New Amount:** \$[Amount]
- **Requested Term Length:** [Number of Months]

I have attached updated documentation regarding my [Income/Vehicle Specifications/Down Payment] to support this request. Please let me know if any additional information is required to process this update.

I look forward to receiving the revised pre-approval letter so that I may finalize my vehicle purchase. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]