

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address]

Date: [Current Date]

**Subject: Request for modification of Loan EMI due date**

Dear Sir/Madam,

I am writing to you regarding my [Type of Loan, e.g., Home/Car/Personal] loan account, bearing account number [Loan Account Number].

Currently, my Equated Monthly Installment (EMI) is scheduled for deduction on the [Current Date, e.g., 1st] of every month. I would like to request a change of this due date to the [Requested Date, e.g., 10th] of every month.

The reason for this request is [mention reason, e.g., a change in my salary disbursement date], which makes it difficult to maintain sufficient funds on the current due date. Changing the date will ensure timely payments without any delays.

I understand that there may be a one-time processing fee or interest adjustment for this change and I am willing to comply with the bank's policy regarding the same.

I request you to process this change as soon as possible. Please let me know if any further documentation is required.

Thank you for your assistance.

Sincerely,

[Your Full Name]  
[Your Phone Number]  
[Your Address]