

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

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Request for Principal Loan Amount Reduction Revision
Account Number: [Your Account Number]

Dear [Contact Person Name or Department],

I am writing to formally request a revision and reduction of the principal balance on my loan, as referenced above. Due to [mention reason: financial hardship, market devaluation, or specific agreement], I am finding it difficult to maintain the current repayment schedule based on the original principal amount.

I am proposing a principal reduction of \$[Amount] to bring the new balance to \$[New Total Amount]. This adjustment would allow me to successfully fulfill my financial obligations and avoid the possibility of default.

Attached to this letter, you will find documentation supporting my request, including [list documents, e.g., financial statements, hardship letter, or appraisal].

I am committed to repaying this debt and look forward to discussing a mutually beneficial revision to our current agreement. Please contact me at your earliest convenience to discuss this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]