

Name: (Full name)

Address: (Address)

Email Address: (Email Address)

Phone Number: (Phone Number)

Sir,

*This letter is written to explain the financial situation that I am going through at present. As I owe a repayment of loan number <mention number> taken on <date of loan issuance> to the company <name of the lending firm>, I have information to share.*

*When the loan was taken my financial situation was better and I was working with <company name> as a <designation>. When the company faced sudden financial upheavals due to market shift, they were forced to cut pays and also cut down the strength of the employees. Unfortunately, the position on which I was working was removed and resulted in my loss of job. Since, this is scenario none of us expect but are required to face, I request the <name of the lending firm> to consider my affidavit of hardship due to job loss. I am also attaching the email response received by my previous employer as a proof of claim made.*

*On the basis of this scenario, I am also attaching a payment modification proposal. I would like it to consider for allowing me more time to close the loan payment and avoid foreclosure of the loan.*

Sincerely,

*Borrower's Signature and date*

*Co-Borrower's Signature and date*