

Loan Adjustment Request

Date: 2025-03-22

To,

Loan Adjustment Department

Bank XYZ

Subject: Adjustment Request for Loan #12345

Dear Sir/Madam,

I am writing to formally request an adjustment to the principal amount of my loan #12345.

The requested adjustment should be effective from 2025-04-01.

Reason for adjustment: Incorrect disbursement.

I kindly request you to review my request at the earliest and approve the necessary changes.

Please let me know if any further details are required.

Sincerely,

John Doe

Email: john.doe@example.com