Dear Sir/Madam

**Loan [or Lease] Contract No:**

**Date:**

I am applying to you for a variation to the above loan [or lease] contract under section 72 of Schedule 1 of the *National Consumer Credit Protection Act* 2009. I seek to change the terms of the above contract by: *(specify which of the changes set out in s72(2) you are requesting. You can ask for ONE of the following changes):*

* extending the period of the contract for (*XXX months*) and having the amount of each payment reduced accordingly to (*$XXX a financial counsellor might need to calculate this figure)* without a change to the annual percentage rate. OR
* postponing the payment due on (*specify date*) so that it will now be due on (*specify new date and continue this for each payment you wish to be postponed)* without a change to the annual percentage rate.

OR

* + extending the period of the contract to (*specify date*) and changing the due dates of payment without a change being made to the annual percentage rate as follows:

*List old dates and then new dates: eg. payment due on 1 August 2010 postponed so that it is due on 1 January 2011, etc.*

In support of my application I note that:

*(Give details of illness, unemployment or “other reasonable cause”.)For example:*

1. *At the time of signing the contract I was employed full time as a process worker with XXX*
2. *Soon after signing the contract I lost this job.*
3. *After being unemployed for approximately two months I commenced work as a XXX at XXX where I am currently employed.*

*Give details of income and expenditure to demonstrate that you will be able to meet your obligations under the varied contract* eg.: *My current income is $XXX per week, consisting of: list income, e.g. salary, maintenance, board etc My current expenses are: (list expenses).*

As you can see I will be able to discharge my obligations under the contract if the changes sought above are made.

Unless you respond to this letter by *(put a date in here, eg. 24 hours after you have faxed the application if the matter is urgent, or 14 days from the date on the letter if the matter is not so urgent.)* I will bring an application in the relevant external dispute resolution scheme.

Yours faithfully

(Sign and print your name)