

Letter Template for Business Debt Reduction Discussion

Date: [Insert Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the current state of our business debt and explore potential strategies for reduction and management. As we navigate these challenging financial circumstances, it is imperative to address our obligations in a manner that is sustainable for both our business and our creditors.

In light of our recent financial analysis, we propose a meeting to discuss the possibility of renegotiating the terms of our debt. Specifically, we would like to explore the options of [insert specific proposals, e.g., lower interest rates, extended repayment terms, partial debt forgiveness]. We believe that these adjustments could facilitate a more achievable repayment schedule and ultimately benefit both parties involved.

Please let us know your availability for a meeting, either in person or virtually, at your earliest convenience. We value our relationship and are committed to finding a solution that works for everyone.

Thank you for your consideration. We look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]