

Loan Restructuring Support Request

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Position]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request your assistance with restructuring the loan for my small business, [Your Business Name], due to [brief explanation of circumstances, e.g., economic challenges, decline in revenue, etc.].

Despite our best efforts to navigate these challenges, we are currently facing difficulties that impact our ability to meet the existing loan terms. [Include additional details about your situation, such as specific impacts on your business, steps taken to improve, etc.].

As a loyal client, we sincerely wish to maintain our relationship with [Lender's Company Name] and assure you of our commitment to continue fulfilling our financial obligations. Therefore, we kindly request a discussion around restructuring the terms of our loan, specifically [propose specific terms, e.g., lower interest rates, extended repayment period, etc.].

Thank you for considering this request. I would greatly appreciate the opportunity to speak with you at your earliest convenience to explore potential solutions together.

Warm regards,

[Your Name]

[Your Position]

[Your Business Name]