

Notice of Loan Contract Change

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of changes to your loan contract (Loan Number: [Insert Loan Number]). This modification is necessary due to [briefly explain reason for change, e.g., updated interest rates, changes in repayment terms, etc.].

The specifics of the changes are as follows:

- **Previous Term:** [Insert previous term]
- **New Term:** [Insert new term]

Please review the updated loan agreement enclosed with this notice. Your agreement to these changes is essential for us to proceed. Kindly sign and return the acknowledgment by [Insert Response Deadline].

If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]