

# Debt Administrative Update

Date: [Insert Date]

To: [Insert Borrower's Name]

[Insert Borrower's Address]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you of an update regarding the interest rate associated with your outstanding debt.

Effective [Insert Effective Date], the interest rate on your loan will be adjusted to [Insert New Interest Rate]%. This change has occurred due to [brief reason for the interest rate change, e.g., market conditions, changes in the lending policy, etc.].

Please be assured that we are committed to providing you with the best possible service and support as we navigate this change. If you have any questions regarding this adjustment or need further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your continued cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]