

Short-Term Loan Adjustment Offer

Date: [Insert Date]

[Borrower's Name]
[Borrower's Address]
[City, State, Zip Code]

Dear [Borrower's Name],

We hope this letter finds you well. We are writing to discuss your current short-term loan with us, account number [Account Number]. Due to recent circumstances, we understand that you may be facing challenges in meeting your loan obligations.

To assist you during this time, we would like to offer a temporary adjustment to your loan terms. The following options are available:

- Option 1: [Describe Option 1, e.g., reduction in monthly payments]
- Option 2: [Describe Option 2, e.g., extension of the loan term]
- Option 3: [Describe Option 3, e.g., interest rate reduction]

Please review the options carefully and let us know which one you would prefer. Your satisfaction and financial stability are important to us, and we want to help you manage your loan effectively.

To proceed with the adjustment, please contact us by [Insert deadline for response] at [Insert contact information]. We are here to assist you with any questions or concerns.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]