

Notification of Business Loan Modification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Recipient's Name],

We are writing to inform you about the modification of your business loan agreement with [Your Company Name]. After a careful review of your request, we are pleased to inform you that your loan modification has been approved.

The details of the modified loan agreement are as follows:

- **Loan Amount:** [New Loan Amount]
- **Interest Rate:** [New Interest Rate]
- **Repayment Term:** [New Repayment Term]
- **Monthly Payment:** [New Monthly Payment]

Please review the attached documents for further details and do not hesitate to reach out if you have any questions or require additional information.

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Phone Number]
[Email Address]