

Loan Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Lender's Name]

[Lender's Position]

[Lender's Institution 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 a temporary adjustment to the terms of our business loan due to the significant financial strains our company has faced as a direct result of the COVID-19 pandemic.

Since [insert start date of the pandemic impact], our revenue has decreased by [insert percentage or amount] as we have been unable to operate at full capacity. Consequently, meeting our current loan obligations has become increasingly challenging.

To mitigate these challenges and ensure the sustainability of our business, I kindly request the following adjustments: [List any specific requests, such as a temporary reduction in payment amounts, an extension of the loan term, or a deferment of payments].

I appreciate your understanding and consideration of our situation. We value our relationship with [Lender's Institution Name] and are committed to fulfilling our obligations as soon as we are able. I am hopeful that we can reach a mutually beneficial solution during these unprecedented times.

Thank you for your time and consideration. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]