

Loan Restructuring Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Position]

[Lender's Institution]

[Lender's Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Loan Restructuring

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of restructuring our existing business loan due to the significant disruptions caused by the ongoing pandemic.

As you are aware, our business has faced unprecedented challenges over the past few years, which have severely impacted our cash flow and financial stability. While we have implemented several measures to adapt to the current environment, we believe that a restructuring of our loan terms could provide us with the necessary relief to ensure our continued operations.

We are interested in discussing options such as extended repayment timelines, reduced interest rates, or temporary forbearance. Our goal is to stabilize our business and fulfill our obligations in a manner that is sustainable long-term.

I would appreciate the opportunity to discuss this matter with you at your earliest convenience. Please let me know a suitable time for us to connect.

Thank you for your attention to this important issue. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]