

Request for Loan Restructuring

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a restructuring of our current business loan due to the significant financial impact our company has faced as a result of the COVID-19 pandemic.

As you are aware, the pandemic has created unprecedented challenges for many businesses, including ours. Throughout the past year, we have experienced a substantial decline in revenue owing to [specific reasons, e.g., decreased customer demand, supply chain disruptions, etc.]. This has resulted in [briefly mention financial impact, e.g., inability to meet loan repayments, increased operational costs, etc.].

In light of these challenges, we are requesting a restructuring of our loan terms to provide us with the necessary flexibility to navigate through this difficult period. Specifically, we would appreciate:

1. [Request 1: e.g., a temporary reduction in monthly payments]
2. [Request 2: e.g., an extension of the loan term]
3. [Request 3: e.g., a reduction in interest rates]

We are committed to overcoming these challenges and maintaining a positive relationship with your institution. We believe that with your support, we can successfully navigate this situation and emerge stronger.

Thank you for considering our request. I would be happy to discuss this matter further and provide any additional information you may need. Please feel free to contact me at your convenience.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]