

Official Appeal for Flexible Loan Terms

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 Name]

[Lender's Institution Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the terms of our existing loan agreement due to the unprecedented challenges faced by our business as a result of the ongoing pandemic.

As you are aware, [Your Company Name] has been significantly impacted by [specific impacts, e.g., lockdowns, reduced customer demand]. Despite our best efforts to adapt and recover, we are struggling to meet our financial obligations.

In light of these circumstances, we kindly ask for your consideration in adjusting our loan terms, including [specific requests, e.g., lower interest rates, extended repayment period, temporary payment deferrals]. We believe that with more flexible terms, we can stabilize our operations, safeguard jobs, and eventually return to our previous growth trajectory.

We appreciate your understanding and support during these difficult times. I would be happy to discuss this matter further and provide any necessary documentation to support our appeal.

Thank you for your attention to this urgent request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]