

Letter of Proposed Adjustments to Business Loan Agreement

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Title]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally propose adjustments to our existing business loan agreement dated [original agreement date] due to [brief explanation of the reason for the request, e.g., current financial circumstances, market changes, etc.].

We value our relationship with [Lender's Company Name] and appreciate the support provided thus far. However, to ensure the continued success and stability of [Your Company Name], we would like to request the following adjustments:

- Adjustment 1: [Describe the first proposed adjustment]
- Adjustment 2: [Describe the second proposed adjustment]
- Adjustment 3: [Describe the third proposed adjustment]

We believe that these adjustments will not only benefit our business but also facilitate a smoother lending process moving forward. We are committed to fulfilling our obligations and ensuring that our partnership continues to thrive.

Please let us know a convenient time to discuss this matter further. We are open to your suggestions and look forward to hearing from you soon.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]