

# Notification of Earnings Drop

Date: [Insert Date]

To: [Lender's Name or Institution]

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Lender's Name],

We are writing to inform you that our company has experienced a significant drop in earnings over the past [specific time period]. Despite our ongoing efforts to maintain our revenue levels, [briefly explain reasons for the drop, e.g., market conditions, unexpected expenses, etc.].

As a result, we are experiencing challenges in meeting our loan obligations. We are committed to maintaining transparency and would like to discuss possible options moving forward, including [mention any possible solutions, such as a repayment plan adjustment or temporary forbearance].

We appreciate your understanding and support during this difficult time. Please feel free to contact us to schedule a meeting or discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]