

Business Loan Income Disruption Notice

Date: [Insert Date]

To: [Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

Subject: Notice of Income Disruption for Business Loan

I hope this message finds you well. I am writing to formally notify you of a disruption in income affecting my business, [Your Business Name], which is currently under a loan agreement with your institution.

Due to [brief explanation of the reason for income disruption, e.g., unforeseen circumstances, market changes, or natural disasters], our revenue has been negatively impacted. This situation has made it challenging for us to meet our regular loan payment obligations.

We are actively working on a recovery plan and anticipate resuming normal operations by [expected timeline for recovery]. In the meantime, we kindly request your understanding and support. We would appreciate discussing potential options, such as a temporary payment deferral or restructuring of the loan terms.

Thank you for your attention to this matter. I am available for a meeting at your earliest convenience to discuss this further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Full Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]