

# Letter of Clarification for Income Instability

Date: [Insert Date]

Loan Officer Name

Bank/Financial Institution Name

Address

City, State, Zip Code

Dear [Loan Officer Name],

I am writing to provide clarification regarding the income instability reported in my recent business loan application. I understand the importance of demonstrating stable income to qualify for this loan and would like to offer additional context surrounding my financial situation.

Due to [explain reasons for income instability, e.g., seasonal fluctuations, recent economic changes, unexpected expenses], my business has experienced fluctuations in revenue over the past [time period]. However, I have taken proactive steps to mitigate these challenges, including [mention specific actions taken, such as implementing new marketing strategies, diversifying offerings, or adjusting business operations].

Furthermore, I am confident in the growth potential of my business moving forward. Enclosed, you will find [list any supporting documents, such as financial projections, sales reports, or letters of support]. These documents illustrate my commitment to improving my business's financial stability.

I appreciate your understanding and consideration of my situation. I am eager to discuss this matter further and answer any questions you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Contact Information]