

Letter to [Lender's Name]

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally inform you of a recent decrease in income that my business, [Your Business Name], has experienced over the past few months.

Due to [brief explanation of reasons, e.g., market fluctuations, supply chain issues, etc.], we have seen a significant reduction in our revenue. In comparison to the previous year, our income has decreased by approximately [percentage or amount]. This downturn in income has impacted our cash flow and ability to meet certain financial obligations.

We are actively implementing strategies to address this issue, including [briefly outline any corrective actions, e.g., diversifying our services, cutting unnecessary expenses, seeking new markets, etc.]. I am confident that these measures will help us stabilize our income and improve our overall financial standing in the near future.

I appreciate your understanding during this challenging time and value our relationship. Should you need any additional information or financial documents to better assess our situation, please do not hesitate to reach out.

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]