

Letter of Clarification Regarding Business Performance Issues

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Lender's Name]
[Lender's Position]
[Lender's Company Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to clarify certain business performance issues that have recently impacted our loan status. Due to unforeseen circumstances, including [briefly describe issues, e.g., decrease in sales, supply chain disruptions, etc.], our financial performance has been affected.

We have been actively addressing these challenges by [brief description of steps taken, e.g., implementing cost control measures, exploring new markets, etc.]. We believe that these actions will restore our business performance and stabilize our financial position.

We greatly value our relationship with [Lender's Company Name] and appreciate your understanding during this period. I am happy to provide any additional information or documentation you may require to reassess our loan status.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]