

Subject: Letter Detailing Business Revenue Decline for Loan Review

Date: [Insert Date]

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

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

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally address the recent decline in revenue experienced by [Your Company Name] and provide pertinent details for your loan review.

Due to [briefly explain the reasons for the decline, e.g., market conditions, supply chain issues, etc.], our revenue has decreased by [specific percentage or amount] compared to the previous year. This decline has impacted our operations in the following ways:

- [Impact 1]
- [Impact 2]
- [Impact 3]

We are actively implementing strategies to mitigate this decline, including [briefly list any measures you are taking to improve the situation]. We are confident that these efforts will stabilize and eventually increase our revenue in the forthcoming months.

We appreciate your understanding and support during this challenging time. Should you require any additional documentation or information, please do not hesitate to reach out to me directly.

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

Sincerely,

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