

# Subject: Revision of Loan Conditions for Regulatory Alignment

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing efforts to ensure compliance with current regulatory standards, we are reviewing the existing terms of our loan agreement dated [Insert Loan Date]. In light of recent regulatory changes, we are proposing a revision to the following loan conditions:

- **Interest Rate:** [Proposed Changes]
- **Repayment Terms:** [Proposed Changes]
- **Collateral Requirements:** [Proposed Changes]

We believe these modifications will not only enhance our compliance standing but also provide mutual benefits moving forward. We kindly request a meeting to discuss these proposed changes at your earliest convenience.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]