

# Notice of Changes in Loan Repayment Structure

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you of an important change to the repayment structure of your loan with us, account number [Loan Account Number].

Effective [Effective Date], the following changes will take place:

- Your new monthly repayment amount will be [New Amount].
- The new repayment period will be [New Period].
- Your new interest rate will be [New Interest Rate]%.

These changes have been made to [reason for changes, e.g., accommodate your current financial situation].

If you have any questions, please do not hesitate to contact us at [Phone Number] or [Email Address]. We are here to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]