

# Letter of Discussion for Corporate Loan Restructuring

Date: [Insert Date]

To:

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Lender's Address]

Dear [Lender's Name],

Subject: Request for Loan Restructuring Discussion

I hope this letter finds you well. I am writing to formally request a meeting to discuss the restructuring of the loan agreement between [Your Company Name] and [Lender's Company]. Due to [briefly explain the reason for the restructuring, e.g. unprecedented market conditions, changes in business operations], we believe that restructuring our existing loan terms might be beneficial for both parties.

We are committed to meeting our financial obligations and are eager to explore options that could provide us with the necessary flexibility to enhance our operational capacity while ensuring that we can continue to honor our commitments.

We would greatly appreciate the opportunity to discuss this matter at your earliest convenience. Please let us know a suitable time for you, and we will do our best to accommodate your schedule.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]