

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Lender's Name]

[Lender's Position]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Corporate Loan Restructuring

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a restructuring of our current loan agreement with [Lender's Company Name] due to [briefly explain the reason, e.g., unforeseen economic conditions, cash flow issues].

Since our last discussion, we have been actively working on strategies to stabilize our financials, and we believe that modifying the terms of our loan will enable us to continue our operations and fulfill our obligations.

We would like to propose the following adjustments:

- Extend the loan repayment period by [number] months/years
- Adjust the interest rate to [new interest rate]
- [Other proposed changes]

We appreciate your understanding and support during this challenging time. We are committed to maintaining an open line of communication and believe that together we can reach a mutually beneficial agreement.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]