

Capital Restructuring Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally request a capital restructuring for our company, [Your Company Name]. Due to [briefly explain reasons, e.g., changing market conditions, financial struggles, etc.], we believe that a restructuring of our capital base is essential to enhance our financial stability and operational capacity.

We propose the following adjustments:

1. [Detail the first proposed change]
2. [Detail the second proposed change]
3. [Detail any further changes]

We are confident that these measures will not only improve our financial health but will also position us for sustainable growth in the future. We would appreciate the opportunity to discuss this proposal with you at your earliest convenience.

Thank you for your consideration.

Sincerely,

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