

Loan Rescheduling Request for Business Expansion

Date: [Insert Date]

[Lender's Name]

[Lender's Title]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of our current loan agreement, [Loan Number], dated [Original Loan Date], with the aim of accommodating our business expansion plans.

Over the past [duration], our business has experienced [briefly explain the growth or market opportunities]. To capitalize on this momentum, we have identified several opportunities for expansion that necessitate additional funding and a revised loan structure.

We believe that with your support, we can achieve [briefly describe expected outcomes, e.g., increased revenue, job creation]. Therefore, I kindly request the following adjustments to our loan:

- [Proposed new payment terms]
- [Proposed interest rate adjustments]
- [Any other relevant changes]

I appreciate your consideration of this request and believe that this arrangement will be mutually beneficial. I am available at your earliest convenience to discuss this matter further.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]