

# Temporary Loan Offer Adjustment

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you about an adjustment regarding your temporary loan offer initially made on [Date of Original Offer].

Due to [reason for adjustment], we would like to propose the following changes to your loan terms:

- New Loan Amount: [New Amount]
- Interest Rate: [New Rate]
- Repayment Period: [New Duration]
- Monthly Payment: [New Payment]

Please review this proposal and let us know if it meets your needs. We appreciate your understanding and look forward to assisting you further.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]