

Loan Restructuring Application

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Institution]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a restructuring of my current loan with [Lender's Institution]. Due to unforeseen circumstances affecting my business, I believe that restructuring the loan will be crucial to maintaining stability and ensuring continued operations.

As you are aware, [briefly explain the reasons leading to the request, e.g., economic downturn, unexpected expenses, etc.]. Despite these challenges, I am committed to fulfilling my obligations and have taken steps to improve my business model, including [mention any measures taken].

I am proposing [detail your request, e.g., extending the loan term, adjusting the interest rate, or altering payment schedules] to better align with my current financial situation. I truly believe that with this adjustment, I will be able to meet my obligations effectively and continue contributing positively to the community and economy.

I appreciate your understanding and consideration of my request. I would be happy to discuss this matter further and provide any additional documentation necessary to support the application.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name]