

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Re: Advisory Engagement for Syndicated Loan Portfolio Restructuring

Dear [Contact Person Name],

This letter serves to formally outline the advisory services to be provided by [Firm Name] regarding the restructuring of your existing syndicated loan portfolio, specifically relating to the [Loan Facility Name/Reference Number].

1. Objective

The primary objective is to review the current debt obligations and negotiate revised terms with the syndicate members to improve liquidity, extend maturity profiles, or adjust covenant structures in alignment with current market conditions.

2. Scope of Services

Our advisory scope includes, but is not limited to:

- Comprehensive analysis of the existing credit agreement and syndicate structure.
- Assessment of current financial performance and debt service capacity.
- Development of a formal restructuring proposal for submission to the Administrative Agent.
- Coordination with the steering committee and individual syndicate lenders.
- Advisory on pricing adjustments, collateral realignment, and covenant modifications.

3. Information Requirements

To proceed, the Borrower agrees to provide all necessary financial statements, cash flow projections, and existing legal documentation relevant to the syndicate.

4. Confidentiality

All proprietary information exchanged during this advisory process shall be treated as strictly confidential and will not be disclosed to third parties without prior written consent, except as required by law.

5. Fees

The fee structure for this engagement consists of a [Monthly Retainer/Work Fee] and a [Percentage] Success Fee payable upon the formal execution of the restructured loan agreement.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Signature]
[Name of Advisor]
[Title]
[Firm Name]

Accepted and Agreed:

For and on behalf of [Borrower Name]:

Name: [Authorized Signatory]
Title: [Title]
Date: [Date]