

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Subject: Comfort Letter - Interest Rate Reduction and Principal Forbearance

Dear [Borrower Name],

This letter serves to confirm the preliminary intent of [Lender Name] ("the Lender") to provide financial relief regarding your existing loan facility, [Loan Account Number].

Based on our recent discussions and a review of your current financial situation, the Lender intends to proceed with the following modifications, subject to final credit approval and formal documentation:

- **Interest Rate Reduction:** The annual interest rate shall be reduced from [Current Rate]% to [New Rate]%, effective as of [Effective Date].
- **Principal Forbearance:** The Lender intends to defer the collection of principal payments in the amount of \$[Amount] for a period of [Number] months, ending on [End Date].

Please note that this letter is a statement of intent and does not constitute a legally binding commitment or an amendment to the existing Loan Agreement. The terms outlined above are contingent upon the execution of a formal Loan Modification Agreement and the fulfillment of all internal compliance requirements.

We remain committed to supporting your business during this period and will provide the final documentation for your signature shortly.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[Lender Name]