

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Attn: [Loan Officer/Special Assets Department]

RE: Loan Workout Strategy Proposal

Borrower: [Borrower Name]

Loan Number: [Loan Reference Number]

Property Address: [Property Address]

Dear [Contact Name],

This letter serves as a formal proposal for a loan workout regarding the above-referenced commercial real estate loan. Due to [briefly state reason: e.g., market downturn, vacancy increase, or temporary cash flow issues], the Borrower is seeking a proactive restructuring of the current debt obligations.

Current Financial Status:

[Provide a brief summary of the property's current occupancy, net operating income, and the specific challenges faced by the Borrower.]

Proposed Workout Strategy:

The Borrower proposes the following modifications to ensure the long-term viability of the asset and continued debt service:

- [Proposal 1: e.g., Interest-only payments for a period of 12 months]
- [Proposal 2: e.g., Temporary reduction in interest rate]
- [Proposal 3: e.g., Extension of the maturity date]
- [Proposal 4: e.g., Re-amortization of the remaining principal balance]

Borrower Commitment:

In support of this strategy, the Borrower is prepared to [e.g., contribute additional equity, provide updated leasing plans, or increase reporting frequency]. We believe this strategy minimizes risk for the Lender while allowing the property to return to stabilized operations.

Required Documentation:

Attached to this letter, please find the following supporting documents:

- Current Rent Roll

- Year-to-Date Operating Statement
- Pro Forma Cash Flow Projection
- Updated Personal/Corporate Financial Statements

We request a meeting or conference call at your earliest convenience to discuss this proposal in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]