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

[Date]

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

RE: Notice of Interest Rate Adjustment
Loan Number: [Loan Number]
Property/Collateral: [Collateral Description/Address]

Dear [Borrower Name],

This letter serves as formal notice regarding a change to the interest rate on your commercial loan referenced above. In accordance with the terms of your Promissory Note and Loan Agreement, your variable interest rate is subject to periodic adjustments based on changes to the [Name of Index, e.g., Wall Street Journal Prime Rate].

Please find the details of the adjustment below:

- **Current Interest Rate:** [Current Rate]%
- **New Interest Rate:** [New Rate]%
- **Index Value at Adjustment:** [Index Value]%
- **Margin:** [Margin]%
- **Effective Date of Change:** [Date]

As a result of this rate adjustment, your new monthly payment amount will change as follows:

- **Current Monthly Payment:** $[Amount]
- **New Monthly Payment:** $[Amount]
- **Payment Effective Date:** [Date]

All other terms and conditions of your loan agreement remain in full force and effect. Please update your records and adjust your payments accordingly. If you have set up automatic payments through a third-party service, please ensure the amount is updated before the next due date.

If you have any questions regarding this adjustment, please contact your Relationship Manager, [Name], at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Lender Name]