

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Subject: Revision of Interest Rate Expiration Term

Dear [Recipient Name],

This letter is to formally notify you of a revision regarding the expiration term of the interest rate previously offered for your [Account Type/Loan Application Number].

Due to [Reason for Revision, e.g., market fluctuations/administrative updates], the expiration date for your guaranteed interest rate of [Interest Rate]% has been adjusted.

Previous Expiration Date: [Original Date]

Revised Expiration Date: [New Date]

Please note that all other terms and conditions of your agreement remain unchanged. To lock in this rate, all necessary documentation and signatures must be submitted on or before the revised expiration date listed above.

If you have any questions regarding this adjustment, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]