

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

[Date]

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

RE: Notice of Interest Rate Adjustment

Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Borrower Name],

This letter serves as formal notice regarding a change in the interest rate for the above-referenced commercial real estate loan. In accordance with the terms of your Promissory Note and Loan Agreement, your interest rate is scheduled to adjust based on changes in the [Name of Index, e.g., LIBOR, SOFR, or Prime Rate].

Adjustment Details:

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

Payment Information:

As a result of this rate adjustment, your new monthly payment amount will be **[\$[New Payment Amount]**. This change will be reflected in your payment due on **[First Due Date at New Rate]**.

Please update your records and adjust any automatic payments or wire transfers accordingly to ensure your account remains in good standing.

If you have any questions regarding this adjustment or require further clarification on the calculations used, please contact our Loan Servicing Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]
[Title]
[Lender Name]