

[Company Letterhead]

[Date]

To: [Name of Administrative Agent]
[Address of Administrative Agent]
(As Administrative Agent for the Lenders)

Re: Letter of Intent regarding Restructuring of Syndicated Loan Facility dated [Date of Original Agreement]

Dear [Contact Person Name],

This Letter of Intent ("LOI") outlines the preliminary proposal of [Borrower Name] (the "Borrower") to restructure its existing debt obligations under the [Title of Credit Facility] (the "Facility").

1. Background and Objective:

Due to [Briefly state reason, e.g., current market conditions/liquidity constraints], the Borrower seeks to realign its debt service obligations with its current cash flow projections to ensure long-term operational viability.

2. Proposed Restructuring Terms:

The Borrower proposes the following modifications to the existing Facility:

- **Extension of Maturity:** Extension of the final maturity date to [New Date].
- **Amortization Schedule:** Revision of the principal repayment schedule as follows: [Details].
- **Interest Rate:** Adjustment of the margin to [Percentage] over [Reference Rate].
- **Covenant Relief:** Temporary waiver or reset of [Specific Financial Covenants] for a period of [Duration].

3. Forbearance Request:

The Borrower requests that the Lenders agree to a standstill period of [Number] days, during which the Lenders refrain from exercising any remedies under the Credit Agreement to allow for the finalization of the restructuring documentation.

4. Information Sharing:

The Borrower commits to providing the Administrative Agent and the Lenders with updated financial statements, business plans, and cash flow forecasts within [Number] business days.

5. Non-Binding Nature:

Except for sections relating to confidentiality and expenses, this LOI is a statement of intent only and does not create a legally binding obligation on any party until formal definitive agreements are executed.

6. Expenses:

The Borrower agrees to reimburse the Administrative Agent for all reasonable legal and advisory fees incurred in connection with this restructuring process.

We look forward to receiving your response and working toward a mutually beneficial resolution.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

[Borrower Company Name]

Acknowledged and Agreed by:

[Name of Administrative Agent]

Date: _____