**Instructions**

The Assignment requires an analysis of specific financial data of Bob Smith Inc. Bob is an existing bank customer. When the loan to Bob was originally made in 2013 the bank required Bob to increase the YE 2014 cash balance to at least $70,000. The Cash Flow Statement and Balance Sheet show an actual YE 2014 cash balance of less than $34,000. **Discuss Long Term Debt, and as the loan officer** you must pass along the news in a business letter that is most professional and written in an objective manner. Please use values in the letter whenever possible.

**Write 3 paragraphs, refer to excel sheet. Excel Sheet attached.**