

Request for Temporary Loan Payment Relief

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a temporary relief from my loan payments due to [briefly explain your situation, e.g., unexpected medical expenses, job loss, etc.]. My loan account number is [Loan Account Number].

Given my current financial circumstances, I am unable to make my usual payments. I kindly request a temporary deferment of my payments for [specify duration, e.g., three months] or an adjustment to the payment plan that would allow me to manage my obligations more effectively.

I appreciate your consideration of my request and I am hopeful for a positive response. Please feel free to reach me at [Your Phone Number] or [Your Email Address] should you require any further information or documentation.

Thank you for your understanding.

Sincerely,

[Your Name]