

Business Loan Deferral Request

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Lender's Name]
[Lender's Title]
[Lender's Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a deferral of my business loan payments due to [reason for request, e.g., temporary financial hardship, market changes]. My business, [Your Business Name], has been significantly impacted by [specific challenges faced].

Under our current agreement, my monthly payment is [insert payment amount] due on [insert due date]. I kindly request a deferral of these payments for [insert duration] to allow my business the time to recover and stabilize. I assure you that I am committed to fulfilling my obligations and will resume payments as soon as possible.

Please let me know if you require any additional information to process my request. I appreciate your understanding and support during this challenging time.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]