Request for Partial Loan Payment Deferral

[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 discuss my current loan agreement with [Loan Account Number]. Due to [briefly explain your reasons, e.g., unexpected financial hardship, job loss, medical expenses], I find myself in a difficult situation where I am unable to meet my upcoming payment obligations fully.

In light of these circumstances, I respectfully request a partial deferral of my loan payments for [specific time frame, e.g., the next three months]. This would provide me with the necessary time to regain my financial stability.

I am committed to fulfilling my obligations and ensuring that my loan remains in good standing. I believe that this temporary relief will enable me to make the necessary adjustments to my financial situation.

Thank you for considering my request. I look forward to your positive response. Please feel free to reach me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]