

Loan Relief Appeal Letter

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], which has been a valued customer of [Bank Name] since [Year]. I am writing to formally request temporary relief on my business loan, account number [Your Account Number].

Due to [briefly explain the reason, e.g., the impacts of the COVID-19 pandemic, unforeseen economic downturn, etc.], our business has faced significant financial challenges, leading to a temporary cash flow issue. Despite our efforts to mitigate these challenges, we are finding it increasingly difficult to meet our current loan obligations.

We are committed to repaying our loans and maintaining a good standing with your institution. Therefore, I am kindly requesting a temporary relief period of [specific duration, e.g., three months] during which we can [explain any plans to improve cash flow or recover].

I appreciate your understanding and consideration of our situation. Please let me know if you require any additional information or documentation to support our appeal. I look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Phone Number]

[Your Email Address]