

Business Loan Deferment Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Position]

[Lender's Company Name]

[Lender's Company Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to formally request a deferment on our business loan, account number [Insert Account Number]. Due to [briefly explain the circumstances leading to the request, e.g., unforeseen financial difficulties, economic downturn], our business is currently facing challenges in meeting our repayment obligations.

We value our relationship with [Lender's Company Name] and have always aimed to meet our financial commitments. However, we believe that a temporary deferment of our loan payments for [duration you are requesting] will provide us with the necessary time to stabilize our operations.

We propose to resume regular payments starting [proposed date for resuming payments]. We are committed to fulfilling our obligations and maintaining open communication with your team during this period.

Thank you for considering our request. I look forward to your understanding and support. Please feel free to reach out if you require any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]