

Notice of Temporary Pause on Business Loan Payments

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a temporary pause on the payments for my business loan (Loan Number: [123456]) due to [reason for the pause, e.g., unforeseen circumstances, economic hardship, etc.].

We appreciate the support that [Lender Institution Name] has provided and want to ensure we can sustain our business operations during these challenging times. Therefore, I would like to propose a pause on our scheduled payments starting from [Start Date] to [End Date], at which point we will resume normal payment terms.

Please let me know if you require any additional information or documentation to process this request. I look forward to your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Contact Information]