

Loan Pause Notification Request

Dear [Lender's Name or Customer Service],

I hope this message finds you well. I am writing to formally request a pause on my loan payments for my account, numbered [Your Loan Account Number]. Due to [briefly explain your situation, e.g., unforeseen circumstances, job loss, medical expenses], I am currently facing financial difficulties.

I respectfully request a temporary pause on my loan payments for [specify duration, e.g., three months], starting from [start date] to [end date]. I believe this pause will allow me to stabilize my financial situation, and I am committed to resuming payments at the end of this period.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if you need any additional information or documentation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]