

Letter of Appeal for Leniency on Loan Payment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Title]

[Lender's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request leniency regarding the upcoming loan payment due on [Due Date]. Due to [brief explanation of the circumstances, e.g., unforeseen circumstances or financial hardship, etc.], I am currently facing challenges that may hinder my ability to meet this deadline.

I value the relationship I have with [Lender's Company Name] and am committed to fulfilling my obligations as a borrower. I am respectfully asking if it would be possible to extend the due date or to work out an alternative payment arrangement that would alleviate my current financial burden.

I truly appreciate your understanding and support in this matter, and I look forward to discussing potential options. Thank you for considering my request.

Sincerely,

[Your Name]