

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Title]

[Lender's Institution Name]

[Lender's Institution Address]

[City, State, Zip Code]

Subject: Request for Repayment Adjustment for Business Loan

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a repayment adjustment for my business loan [Loan Number], due to the unprecedented challenges faced during the ongoing pandemic.

As you may know, the financial impact of the pandemic has significantly affected many businesses, including mine. [Briefly explain how the pandemic has affected your business]. As a result, I am struggling to meet the current repayment terms.

I kindly request your consideration for adjusting my repayment schedule. This may include [mention any specific requests, such as temporary deferment, reduced payments, etc.]. I believe this adjustment would provide me with the necessary relief to navigate through these challenging times while ensuring that I can continue to honor my obligations to your institution.

I am committed to working with you to find a solution that benefits both parties. I appreciate your understanding and support during this difficult period.

Thank you for considering my request. I look forward to your timely response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]