

Request for Temporary Payment Relief

[Your Name]
[Your Title]
[Your Business Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Lender's Name]
[Lender's Title]
[Lender's Institution Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request temporary payment relief on our business loan account (Account Number: [Account Number]) due to the unprecedented financial challenges we are facing as a result of the COVID-19 pandemic.

As you are aware, the pandemic has significantly impacted [Your Business Name], leading to a substantial decrease in our revenue and cash flow. Despite our best efforts to adapt and sustain our operations, we find ourselves in a position where meeting our current loan payments is proving to be increasingly difficult.

In light of these circumstances, I respectfully request a temporary suspension or reduction of payments for a period of [specify duration, e.g., 3 months, 6 months], starting from [desired start date]. This relief would provide us with the necessary breathing space to stabilize our business during this challenging time.

We remain committed to fulfilling our obligations and look forward to resuming regular payments once we are able to recover from this situation. We appreciate your understanding and support during this difficult period.

Thank you for considering our request. I am happy to provide any additional information required and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]