

# Temporary Unemployment Notification

Date: [Insert Date]

To:

[Loan Officer's Name]

[Bank/Financial Institution's Name]

[Bank/Institution's Address]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally notify you of my current situation regarding my employment status, which may affect my loan terms.

As of [Insert date], I have been temporarily placed on unemployment due to [brief explanation of the reason, e.g., company downsizing, health issues, etc.]. While I am actively seeking new employment opportunities, I am concerned about my ability to meet my financial obligations during this period.

Given these unforeseen circumstances, I kindly request your understanding and assistance in modifying the terms of my loan. I am hoping to discuss potential options such as loan deferment or a temporary reduction in monthly payments.

Please let me know if any documentation is required to support my request. I appreciate your support and understanding during this challenging time.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]