

Loan Repayment Pause Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a seasonal pause on my loan repayment due to [specific reason such as financial hardship due to seasonal employment, unexpected expenses, etc.].

My loan account number is [Loan Account Number]. I would appreciate your understanding and support in allowing me a temporary reprieve from my repayments. I am committed to fulfilling my obligations, and anticipate being able to resume payments on [expected date of resumption].

Thank you for considering my request. I am looking forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information.

Sincerely,

[Your Name]