

# Request for Temporary Loan Payment Relief

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request temporary relief from my loan payments due to the upcoming holiday season. The holiday period brings additional financial burdens, and I am seeking your understanding and support during this time.

My account number is [Account Number], and I have been a loyal customer since [Year]. I am committed to fulfilling my loan obligations, but I am requesting a temporary suspension/adjustment of my payments for [Duration] starting from [Start Date] to [End Date].

I appreciate your consideration of my request and am willing to discuss any necessary documentation or alternative arrangements. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]