

Business Loan Forbearance Application

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a forbearance on my business loan (Account Number: [Your Account Number]) due to [briefly explain your situation, e.g., financial difficulties, economic impact of COVID-19, etc.].

As a small business owner, the ongoing challenges have significantly affected my cash flow and ability to meet my current payment obligations. [You can add more details about your situation and why forbearance is necessary.]

In light of this, I kindly request the following: [specify the details of your request, such as a specific duration of forbearance or any adjustments to payment terms].

I believe that with a temporary relief period, I will be able to stabilize my business and continue meeting my obligations effectively. I am committed to maintaining open communication and working closely with you during this time.

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

Sincerely,

[Your Name]

[Your Title/Position]