

# Repayment Holiday Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Position]

[Lender's Company Name]

[Lender's Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a repayment holiday for our business loan [Loan Number/Reference], which was taken on [Loan Date].

Due to [briefly explain reason, e.g., unexpected financial difficulties or downturn in business], we are currently facing challenges in meeting our scheduled repayments.

We would like to request a repayment holiday for a duration of [duration of repayment holiday, e.g., three months], beginning from [start date]. We believe that this temporary relief will allow us to stabilize our finances and ensure the long-term viability of our business.

We are committed to fulfilling our obligations and assure you that we will continue to communicate transparently during this period.

Thank you for considering our request. We would appreciate your support and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]