

Request for Repayment Holiday Support

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Lender's Name]
[Lender's Position]
[Lender's Company Name]
[Lender's 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 my business loan with [Lender's Company Name]. Due to unforeseen circumstances stemming from [briefly describe reason, e.g., economic downturn, health crisis, etc.], my business has been significantly impacted.

As you may be aware, small businesses like mine are currently facing challenges that are making it difficult to meet our financial obligations. A temporary repayment holiday would greatly assist us in managing our cash flow and allowing us to focus on recovery.

I am requesting a repayment holiday of [specify duration, e.g., three months], starting from [start date] to [end date]. I believe this will provide the necessary relief to stabilize my business operations.

I am committed to fulfilling my obligations and have every intention of resuming regular payments after the repayment holiday period. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your understanding and support during this challenging time.

Sincerely,
[Your Name]
[Your Position]
[Your Business Name]