[Date]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**SUBJECT: REQUEST DEFERRAL OF INTEREST PAYMENT**

Dear [CONTACT NAME],

Being a [BANK]'s client since [YEAR], I hope that you will be able to help us with this important issue for our company. I refer to our term loan in the amount of [AMOUNT OF LOAN] bearing account number [ACCOUNT NO OF LOAN].

Our business is in distress now because of the coronavirus epidemic. Our operations are extremely limited and revenue is only a small fraction of normal. We are seeking financial relief through federal loans but still will not be able to meet all our obligations. Therefore, we must appeal to you to defer our payment for [LENGTH OF TIME ANTICIPATED] so that we can survive this crisis.

Thank you in advance for your anticipated collaboration. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]