

## Sample Request for Deferment of Loan Instalment

[Bank Manager Name],

[Bank Name],

[Location]

Subject â€“ Request for Deferment of loan Instalment.

Dear Sir,

With reference to the instalment of [Amount] plus interest being due on [Insert Date], we would request you to defer the instalment by a period of one quarter.

The deferment is primarily due to temporary delays in receipt of payments thereby increasing the pressure on operating cash requirement. We expect this to be resolved within a quarterâ€™s time.

[Company Name]

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Authorized Signatory