

Small business loan deferment

Subject: Request for Business Loan Deferment " [Business Name]

Dear [Bank Name],

I represent [Business Name], currently holding a loan account [Account Number] with your institution. Due to a temporary downturn in operations, I am requesting a 2-month deferment on our loan instalments.

We are confident that our cash flow will stabilize soon and seek your cooperation during this period. Please advise on required documentation.

Regards,

[Your Name]

[Position, Business Name]

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