

Letter to the Bank

[Your Name]

[Address]

[DATE]

[The Bank manager]

[Name of bank]

[Address of Branch]

Subject: Request for deferment of loan repayment and reduction in interest thereof.

Respected Authorities,

This is to make an urgent request regarding my bank loan account, ending in [****]. I am trying my best to maintain my obligation. However, I am currently unable to make the loan and interest payment due to the financial crisis that has arisen regarding the COVID-19 pandemic.

At present, I am not receiving the rent payments. As a result, I am unable to generate any revenues and am under a constant fight to survive. However, I am a sincere loan payer and have a good credit score. Therefore, I have all the intentions of repaying the loan once the situation stabilizes.

I am at this moment sincerely and most humbly *request you for deferment in repayment of the loan amount and reduction in the interest thereof*. I am committed to making loan payments and maintaining my agreement with you in good standing.

I want to thank you in advance for taking the time to consider my situation. If you have any questions, I can be reached at [Phone Number or Email address]. I look forward to your approval of the request, would be highly grateful for your kind consideration. I pray for your well-being and good health for your loved ones.

Account details

Current loan/premium account:

Name of account/loan holder:

Branch address and code: <<Write the bank address and any codes>>

Best regards,

[Name and Signature]