

## TEMPLATE LETTER TO LENDER

### SBA Loan Payment Deferral

Dear \_\_\_\_\_ (*loan officer name*)

I am writing to make a formal request for a 6-month loan payment deferral on my SBA Loan # \_\_\_\_\_ beginning with the April payment. The request is due to the adverse effects and lost revenues on my business caused by the Coronavirus.

At this time, I would also like to schedule a call to see what other loans I may qualify for during these unforeseen circumstances to help support my business. Obviously, time is of the essence and I would ask that you confirm receipt of this request within 24 hours of receiving it so that the deferments can start in April

Thank you for your time and consideration.

*Owner Name*

*Business Name*