[Date]

[Borrower Name]
[Business Name]
[Street Address]
[City, State, Zip Code]

Re: Loan Account Number: [Account Number]

Dear [Borrower Name],

We have received your inquiry regarding loan forbearance options for your small business. We understand that current financial circumstances may be impacting your operations, and we are available to discuss the assistance programs we offer.

To determine if your business qualifies for a loan forbearance or an alternative repayment plan, we require the following documentation for review:

- A formal written request explaining the nature of the financial hardship.
- Current year-to-date Profit and Loss Statement.
- Last two years of federal tax returns (business and personal).
- Current Balance Sheet.
- A 12-month cash flow projection.
- [Additional Document Item, if applicable]

Please submit these documents by [Deadline Date] via [Submission Method - e.g., Email/Online Portal/Mail]. Once all materials are received, our review team will evaluate your eligibility and contact you within [Number] business days with a decision or a request for further clarification.

Please note that until a formal forbearance agreement is executed in writing by both parties, your original payment obligations remain in effect.

If you have any questions, please contact our Loan Servicing Department at [Phone Number] or [Email Address].

Sincerely,

[Name of Representative]
[Title]
[Financial Institution/Lending Entity Name]