

[Your Name/Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender Contact Name]
[Bank/Lending Institution Name]
[Lender Address]
[City, State, Zip Code]

RE: Request for Covenant Waiver - Loan Number: [Loan Number]

Dear [Lender Name],

On behalf of [Your Company Name], I am writing to formally request a waiver regarding a specific financial covenant as outlined in our Loan Agreement dated [Original Loan Date].

As of the measurement period ending [Date], [Your Company Name] is in technical violation of the [Name of Covenant, e.g., Debt Service Coverage Ratio]. This variance was primarily caused by [Briefly state reason, e.g., temporary supply chain disruptions or one-time capital expenditures].

We remain committed to our financial obligations. Please find the following documents attached for your review:

- A signed Waiver Agreement for your execution.
- Current financial statements for the period ending [Date].
- A revised financial forecast showing projected compliance by [Future Date].

We value our partnership with [Bank Name] and appreciate your consideration of this request. Please contact me directly at [Phone Number] if you require further information or wish to discuss this matter in detail.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]