[Company Letterhead]

[Date]

[Contact Person Name]
[Relationship Manager/Title]
[Bank/Lending Institution Name]
[Address]
[City, State, Zip Code]

RE: Request for Waiver of Financial Covenant - Loan Account #[Number]

Dear [Contact Person Name],

This letter serves as a formal request for a waiver regarding the [Name of Covenant, e.g., Debt Service Coverage Ratio] as stipulated in Section [Number] of the Loan Agreement dated [Date] between [Company Name] and [Bank Name].

Based on our financial statements for the period ending [Date], our current ratio is [Current Value], which is below the required threshold of [Required Value]. This technical breach is primarily due to [Brief Reason, e.g., temporary supply chain disruptions / one-time capital expenditure / seasonal fluctuations].

We wish to emphasize that this is a temporary situation. [Company Name] remains in a strong position to meet all interest and principal payment obligations. We have implemented the following steps to rectify the position: [List 1-2 brief actions]. We anticipate being back in full compliance by the reporting period ending [Date].

We respectfully request that the Bank waive the compliance requirement for this specific period. Attached are the latest financial statements and a revised forecast for your review.

Thank you for your continued support. We are available to discuss this matter further at your earliest convenience.

Sincerely,

[Signature]
[Name]
[Title]
[Company Name]