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

[Date]

[Lender Name]
[Lender Contact Person]
[Lender Address]
[City, State, Zip Code]

Re: Loan Account Number: [Your Loan Number]

Dear [Lender Contact Person Name],

I am writing to formally request a temporary forbearance and restructuring of my business loan due to unforeseen financial challenges currently affecting [Your Business Name].

Due to [briefly state reason: e.g., economic downturn, supply chain issues, or temporary closure], our business is experiencing a temporary cash flow shortage. Despite these challenges, we remain committed to fulfilling our financial obligations to [Lender Name].

We are proposing the following temporary restructuring terms:

- A forbearance period of [Number] months, starting [Start Date].
- [Option A: Suspension of all monthly payments during this period.]
- [Option B: Interest-only payments during this period.]
- The deferred principal/interest to be added to the end of the loan term or repaid via a graduated payment scale starting [Date].

Attached to this letter, please find our current financial statements and a recovery plan outlining how we intend to return to normal payment operations by [Expected Date].

We value our relationship with [Lender Name] and hope to reach a mutually beneficial agreement to ensure the long-term viability of our business. Please let us know what additional documentation is required to process this request.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]