

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank/Lender Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for EMI Relief Due to Financial Hardship - Loan Account No: [Your Loan Number]

Dear Loan Manager,

I am writing to formally request temporary relief regarding my Equated Monthly Installment (EMI) payments for the above-mentioned loan account. I have been a consistent customer of your institution, but I am currently facing significant financial hardship.

Due to [Reason for hardship, e.g., job loss, medical emergency, or business closure], my income has been severely impacted. As a result, I am finding it difficult to meet my monthly repayment obligations at the current rate.

I would like to request the following options for your consideration:

- A temporary moratorium (grace period) on EMIs for [Number] months.
- A reduction in the EMI amount by extending the loan tenure.
- A temporary reduction in the interest rate.

I have attached [List of documents, e.g., termination letter, medical reports, or bank statements] as evidence of my current financial situation. I am committed to repaying my debt and intend to resume regular payments as soon as my situation stabilizes.

I request you to review my case sympathetically and let me know the procedure to formalize this request. I am available for a meeting or a phone call to discuss this further.

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]