

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

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

RE: Offer for Principal and Interest Deferral - Account Number: [Account Number]

Dear [Borrower Name],

We understand that you may be facing financial challenges at this time. To assist you in managing your loan obligations, [Company Name] is pleased to offer you a temporary deferral of your principal and interest payments.

Deferral Terms:

- **Deferral Period:** [Number of Months] months.
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Next Payment Due Date:** [Date]

How it Works:

During the deferral period, you are not required to make your monthly principal or interest payments. These deferred payments will be moved to the end of your loan term, extending the maturity date of your loan. Please note that interest may continue to accrue during this period depending on the terms of your original agreement.

Action Required:

To accept this offer, please sign and return this letter by [Deadline Date]. If we do not receive your acceptance by this date, your current payment schedule will remain in effect.

If you have any questions regarding this offer or how it impacts your loan balance, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Acceptance of Deferral Offer:

By signing below, I agree to the terms of the Principal and Interest Deferral as outlined above.

Signature: _____ Date: _____