

**Sample Letter to Bank, Financial Institution, or Insurance Company to
request payment relief:**

Date:

Dear Sir or Madam,

I would like to make an urgent request regarding my <bank loan/premium> account, ending in xxxx. I am trying to maintain my obligation, but I am temporarily unable to make my <loan/interest/premium> payment due to the mandatory shutdown of non-essential businesses related to the COVID-19 pandemic.

Even though I cannot <open my business/generate income>, I am keeping my confidential documents safe and doing what I can to protect my business. During this time, I have contacted local, state, and federal resources for government assistance and grants.

I am hereby asking for <a different payment plan/your help in my recovery>. I am committed to making lower payments and maintaining my agreement with you in good standing.

Please let me know if there is a fee for arranging these term changes.

Account details:

Current loan/premium account:

Name of account/loan holder:

Branch address and code: <Write the Bank Address and any codes>

Please contact me if you require any further information. My telephone number is xxx.

Best regards,
