April 20, 2010

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: REQUEST DEFERRAL OF INTEREST PAYMENT**

Dear [CONTACT NAME],

Being a [BANK]’s client since [YEAR], I hope that you will be able to help us with this important issue for our company. I refer to our term loan in the amount of [AMOUNT OF LOAN] bearing account no. [ACCOUNT NO. OF LOAN].

We all know that business can be unpredictable. Due to [EXPLAIN REASONS FOR CASH FLOW PROBLEMS], we are currently experiencing cash flow problems, which we think will temporarily set us back for [PERIOD OF REQUESTED DEFERRAL].

We would greatly appreciate if you could defer interest charges for this period, so that we can maintain sufficient working capital to meet our operational requirements. The situation should be better in [MONTHS].

Thank you in advance for your anticipated collaboration. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]