Dear [Lender’s business name/name of your specific loan agent],

I hope all is well during these difficult and unprecedented times. My name is [insert your name] and I am the [insert position] at [insert your business name]. We wanted to reach out and discuss payment plan options and opportunities with you regarding our current outstanding loan with [Lender’s business name]. As I am sure you can understand, we are currently facing a unique and unexpected disruption to our business that has forced us to [remain closed/drastically reduce our business flow]. Due to the difficult financial position that we are experiencing, we hope to understand what options are available to our business specifically. We understand that as a lender, you must also be in a difficult position as we face the challenges that the Coronavirus pandemic has brought about. We hope to work with you as a long-term partner in our business to discuss and craft a mutually beneficial plan of action that will protect both the short-term and long-term financial health of our business. Please let us know your availability in the coming days. We are available by phone at [insert phone number] or via email at [insert email address].

Sincerely,