

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request assistance regarding my Paycheck Protection Program (PPP) loan, originally issued on [Loan Date] under Loan Number [Loan Number].

As a [Your Business Type] with [number of employees] employees, the PPP loan has been crucial for maintaining operations during these challenging times. However, I am reaching out to discuss [specific request or issue related to the PPP loan, e.g., loan forgiveness, payment deferment, or any changes needed].

[Provide a brief explanation of your situation, including any relevant information to support your request. Be clear and concise.]

I appreciate your attention to this matter and would be grateful for any assistance you can provide. If necessary, I would be happy to provide further documentation or clarification.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]