**Sample Letter for suspension of Loan Instalments if the borrower is a natural person**

**Remove Accordingly**

Date: XX/XX/2020

To: [NAME OF THE BANK]

[ADDRESS] [BRANCH]

BY: EMAIL/FAX/POST [**Remove Accordingly]**

**Subject: Request for suspension of loan(s) instalments and interest**

This letter is sent on behalf of the company [COMPANY NAME] with registration number [Registration Number] in my capacity as director of the company, under the decree “Κ.Δ.Π. 134/2020” of the Minister of Finance dated 30/03/2020.

I hereby declare that I am experiencing financial difficulties as a result of the impact of COVID-19 pandemic and hereby request suspension of the payment of the instalments and interest on the loans/credit facilities listed in the table below for which I am a debtor and/or co-borrower.

|  |  |
| --- | --- |
| No. of Loan | [LOAN ACCOUNT NUMBER] |
| CREDIT FACILITY | [ACCOUNT NUMBER] |

I consider that the request must be upheld under Article 3 of the Regulatory Administrative Act 134/2020.

Regards,

[Name]

[POSITION eg. DIRECTOR]

[NAME OF THE COMPANY]

Signature:\_\_\_\_\_\_\_\_\_\_\_\_