

Dear (Creditor):

I hope this email finds you doing well, especially during this pandemic situation in our world.

I have a HUGE request. I am respectfully requesting that we have a 120 day “stay” on all payments to _____ . As you are aware, the ground transportation business has come to an abrupt halt and this is challenging times for my small business.

Please let me know if there is a form that I should complete or who I should contact in order to get hardship relief for (company name). Thank you for your support as we continue to work together.

Warm regards,