

Communication Template – Creditor Payment Standstill Request



This template is designed to help business owners request a short-term standstill or deferment on outstanding payments from creditors or lenders, while preserving a professional relationship.

1. Creditor or Lender – Standstill Request

****Purpose:**** To ask for a short-term hold on payments or repayment schedule adjustment due to financial distress.

****Email Template:****

Subject: Request for Temporary Standstill on Repayment

Dear [Creditor Name],

I'm writing to request a short-term deferment on our current repayment schedule.

Due to unforeseen pressures on our cashflow, we're implementing a series of restructuring steps to ensure the business can stabilise and meet all obligations responsibly.

As part of this process, we are asking if you would consider a standstill period of [X weeks/months] on repayments to allow us time to manage working capital, seek financial advice, and stabilise the operation.

We are not seeking to walk away from our obligations, but simply to create breathing room during this transitional period. We would welcome a conversation to explore what's possible.

Thank you for your consideration and support.

Best regards,

[Your Name]

[Your Business]

****Phone Script (Key Points):****

- Be clear about current financial strain
- Explain intention to repay, not evade
- Request a short-term hold (e.g. 6–8 weeks)
- Offer reassurance that action is being taken
- Be open to discussing a repayment plan post-standstill