

Loan Request Extension

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Institution]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an extension on the loan that was previously granted to my business, [Your Business Name], with the loan amount of [Original Loan Amount]. The loan number is [Loan Number].

Due to [briefly explain reason for the extension, e.g., unforeseen circumstances, financial challenges, etc.], I am unable to meet the current repayment schedule. I am committed to maintaining a good relationship with your institution and am seeking an extension to ensure the continued success of my business.

I kindly request an extension of [specify time period you are requesting] and would greatly appreciate your consideration of my request. I believe this extension will provide me with the necessary time to stabilize my finances and fulfill my obligations.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]