

Loan Request Extension Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 my loan repayment due on [original due date] due to unforeseen family emergencies that have arisen.

Unfortunately, [brief description of family emergency]. This situation has significantly impacted my financial stability, making it difficult for me to meet the current repayment schedule.

I kindly request an extension of [desired length of extension], which I believe will allow me sufficient time to resolve these issues and come up with the necessary funds. I appreciate your understanding and consideration of my situation.

Thank you for your attention to this matter. I look forward to your understanding response and am willing to discuss this further. Please feel free to reach me at [your phone number] or [your email address].

Sincerely,

[Your Name]