

Loan Request Extension for Relocation Expenses

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Lender's Name]
[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 existing loan for relocation expenses. Due to unforeseen circumstances related to my moving process, I am in need of additional time to meet the original repayment terms.

I have encountered [brief explanation of the circumstances, e.g., increased moving costs, delay in job transfer], which has impacted my financial planning. I kindly ask if you could extend my loan repayment period by [proposed extension period]. This will significantly assist me in managing my finances while ensuring timely repayment.

I appreciate your consideration of my request and look forward to your favorable response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your understanding.

Sincerely,
[Your Name]