

Request for Loan Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [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 loan repayment due to unexpected bills that have recently arisen. I greatly value the support that your institution has provided, and I am committed to meeting my obligations.

Due to [briefly explain the reason for unexpected bills, e.g., medical expenses, car repairs], my financial situation has become strained, making it difficult for me to keep up with the current repayment schedule.

I kindly ask for an extension of [specify time period you need, e.g., 30 days, 60 days] to allow me some flexibility in managing these unforeseen expenses. I am hopeful that this additional time will enable me to stabilize my situation and resume regular payments.

Thank you for considering my request. I appreciate your understanding and am willing to discuss this matter further if needed. I look forward to your prompt response.

Sincerely,

[Your Name]