

Request for Loan Payment Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an extension on my upcoming loan payment due on [Insert Due Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, loss of income, etc.], I am unable to meet this payment on time.

I kindly ask for an extension of [number of weeks/months you are requesting] to allow me to manage my finances and make the payment in full. I am committed to fulfilling my financial obligations and am hopeful that we can work together on this matter.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]