

Loan Repayment Extension Request

Date: [Insert 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 loan repayment due to unforeseen financial hardship that I am currently experiencing.

My loan account number is [Insert Loan Account Number]. Due to [briefly explain your hardship, e.g., job loss, medical expenses], I am unable to make my scheduled payments as agreed.

I am committed to fulfilling my obligations and would appreciate your consideration of my request to extend my repayment terms. I kindly ask for a [specific time frame, e.g., 3-month] extension, during which I plan to [briefly outline any plans you have to improve your situation].

Thank you for your understanding and support during this difficult time. I look forward to discussing this matter with you and hope to come to a mutually satisfactory arrangement. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]