

Loan Repayment Extension Request

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

[Date]

[Lender's Name]
[Lender's Company]
[Company Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request an extension on my loan repayment for my personal loan with account number [Account Number]. Due to [brief explanation of your circumstances, e.g., unforeseen financial hardships, medical emergencies, loss of job, etc.], I am experiencing difficulty in making my scheduled payments.

I respectfully request an extension of [specific duration, e.g., 30 days, 60 days] to allow me time to stabilize my financial situation. I am committed to fulfilling my obligations and continuing my payments as soon as possible.

Please let me know if you need any further information or documentation to process my request. I appreciate your understanding and assistance in this matter.

Thank you for considering my request.

Sincerely,
[Your Name]