

Loan Repayment Extension Request

Date: [Insert Date]

To,

[Loan Officer's Name]

[Bank/Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request an extension on my loan repayment schedule due to unexpected emergencies that have arisen.

My loan account number is [insert account number]. Due to [briefly explain the emergency situation, e.g., medical expenses, job loss], I am unable to meet my current repayment obligations. I kindly request an extension of [specific time period you are requesting] to allow me to recover and fulfill my commitments.

I value my relationship with [Bank/Institution Name] and am committed to repaying the loan in a timely manner once my situation stabilizes. I would greatly appreciate any assistance you could provide regarding this matter.

Thank you for your understanding. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]