

Subject: Request for Extension of Personal Loan Term

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request an extension of the term for my personal loan account number [Your Loan Account Number]. Due to [brief explanation of circumstances - e.g., unforeseen medical expenses, job loss, etc.], I am currently facing challenges in meeting my monthly payment obligations.

In light of my situation, I would greatly appreciate your consideration for a loan term extension. This adjustment would provide me with the necessary time to stabilize my financial situation while ensuring I can continue to meet my repayment obligations responsibly.

I am committed to fulfilling my loan agreement and am open to discussing any options you may provide, including adjustments to the payment schedule or interest rate reduction.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]