

Request for Personal Loan Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company]

[Company 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 personal loan (Account Number: [Insert Account Number]). Due to [briefly explain reason for the request], I am unable to meet the current repayment schedule.

I kindly ask for an extension of [insert desired extension period], which would assist me in managing my financial commitments more effectively.

I appreciate your consideration of my request and am eager to discuss any potential options available. Thank you for your understanding.

Sincerely,

[Your Name]