

Personal Loan Extension Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 personal loan account [Account Number]. Due to [brief explanation of reasons, e.g., financial difficulties, unexpected expenses], I am unable to meet the current repayment schedule.

I respectfully ask for an extension of [number of months] on my loan, which I believe will help me manage my finances more effectively and fulfill my obligations to you. I have been a loyal customer and am committed to repaying the loan in full.

I appreciate your consideration of my request and look forward to your positive response. Please let me know if you need any further information or documentation.

Thank you for your understanding.

Sincerely,

[Your Name]