

Request for Additional Time on Personal Loan

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 additional time to repay my personal loan (Loan Account Number: [Your Loan Number]). Due to [brief explanation of your situation, e.g., unforeseen circumstances, financial hardship], I am currently unable to meet the agreed-upon repayment schedule.

I am committed to fulfilling my obligations and am seeking your understanding and support in extending the repayment period. If possible, I would appreciate an extension of [specific duration you are requesting] to enable me to manage my finances more effectively.

Thank you for considering my request. I look forward to your positive response. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]