

Request for Personal Loan Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company]

[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 number [Your Account Number]. Due to unforeseen circumstances, I find myself in a position where I am unable to meet the originally agreed upon repayment schedule.

I have been a loyal customer and have always made my payments on time. However, [briefly explain the reason for the request, e.g., job loss, medical emergency, etc.]. I believe that with a short extension, I will be able to resume regular payments.

I kindly ask that you consider my request for an extension of [specific time frame, e.g., three months]. This will greatly assist me in managing my finances and ensuring I remain a responsible borrower.

Thank you for considering my request. I am hopeful for a positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]