

# **Subject: Request for Salary Loan Extension**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Loan Officer's Name]

[Loan Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request an extension on my salary loan, account number [Your Account Number]. Due to unforeseen delays in my salary processing, I am unable to meet the upcoming repayment deadline.

I have been a loyal customer of [Loan Institution's Name] for [number of years/months], and I appreciate the support you have provided me during this time. I understand the importance of timely repayments and assure you this request is made only due to exceptional circumstances.

In light of this situation, I kindly ask for your consideration to extend the loan repayment period by [number of months]. This extension will greatly assist me in managing my finances during this temporary setback.

Thank you for considering my request. I am hopeful for a favorable response and am willing to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]