

# Request for Delayed Salary Loan Extension

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 am writing to formally request an extension on my salary loan due to unforeseen circumstances that have resulted in a delay in my loan repayment. My loan account number is [Account Number].

Despite my efforts to meet the repayment schedule, I have encountered [briefly explain the reasons for the delay]. I would like to request an extension of [number of days/months] to facilitate my repayment.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]