

# Request for Salary Loan Extension

Date: [Insert Date]

To,

[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 salary loan due to unforeseen delays in my payment.

Recently, I encountered unexpected circumstances that resulted in a delay in my salary payout, which has affected my ability to meet the loan repayment deadline. Given this situation, I kindly ask for your understanding and support in extending the loan repayment period.

I am committed to fulfilling my financial obligations and am actively seeking a resolution to the current delay. I assure you that I will resume my regular payments promptly once the issue is resolved.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]