

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request regarding the extension of my salary loan, which I submitted on [date of initial request]. As I have not yet received a response, I wanted to ensure that it has been received and to inquire about the status of my request.

As previously mentioned, I am seeking an extension to manage my financial obligations more effectively. I believe this extension would greatly assist me during this period.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]