

Application for Extended Salary Loan Period

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an extension of the repayment period for my current salary loan, which was originally scheduled to conclude on [original end date]. Due to [brief explanation of circumstances], I am finding it difficult to meet the current repayment timeline.

I kindly ask for an extension of [number of months/years] to allow me the necessary time to meet my financial obligations effectively. I assure you that I am committed to fulfilling this loan and appreciate your understanding of my situation.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]