

Inquiry Regarding Salary Loan Delay and Extension

Date: [Insert Date]

To: [Loan Officer's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to inquire about the status of my salary loan application submitted on [Insert Date of Application]. I was expecting to receive the funds by [Insert Expected Date], but I have not yet received any communication regarding the delay.

Additionally, due to unforeseen circumstances, I would like to request an extension on the repayment terms of my loan. Please let me know the necessary steps I should take to facilitate this request.

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

Sincerely,

[Your Name]