

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an extension of my salary loan, which is due on [Original Due Date]. Due to [brief explanation of reasons for extension request], I am unable to repay the loan by the original due date.

I kindly request an extension of [number of months] months to allow me to manage my financial situation better. I assure you that I am committed to repaying the loan in full.

Thank you for considering my request. I appreciate your understanding and support. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]