

Urgent Request for Salary Loan Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Lender's Name]

[Lender's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an extension on my salary loan due to [briefly explain your reason, e.g., unforeseen circumstances, temporary financial difficulties]. My loan account number is [insert account number].

Given my current situation, I kindly ask for your consideration in extending the repayment period by [insert duration]. This extension will allow me to better manage my finances and ensure timely repayments moving forward.

I appreciate your understanding and support in this matter and look forward to your prompt response.

Thank you very much for your attention to this urgent request.

Sincerely,

[Your Name]