

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

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

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally suggest an amendment to the maturity date of the loan agreement dated [Loan Agreement Date], associated with [Loan Account Number].

Due to [brief explanation of circumstances, e.g., unforeseen financial difficulties, project delays], I am requesting an extension of the loan's maturity date from [Current Maturity Date] to [Proposed New Maturity Date]. This adjustment would provide me with the necessary time to fulfill my obligations.

I appreciate your consideration of this request and would be happy to discuss this matter further at your convenience. Thank you for your attention to this important matter.

Sincerely,
[Your Name]