

# Loan Maturity Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Loan Officer's Name]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Subject: Request for Change in Loan Maturity Date

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request a change in the maturity date of my loan account, number [Insert Loan Account Number].

Due to [briefly explain reason, e.g., financial constraints, unexpected circumstances], I kindly request an extension of the loan maturity period by [insert desired extension period]. This change will greatly assist me in managing my financial obligations while ensuring timely repayments.

I appreciate your understanding and support in this matter. Please let me know the necessary steps I need to take to facilitate this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]