

Request for Extended Repayment Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my repayment terms for the loan/account number [Insert Account Number]. Due to [briefly explain your situation, e.g., financial hardship, unexpected expenses], I am currently unable to meet the original repayment schedule.

To ensure that I can fulfill my obligations while managing my financial situation, I kindly request an extension of [specify duration, e.g., 6 months] on my repayment terms. I believe this adjustment will allow me to continue making consistent payments while navigating my current circumstances.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information or documentation to assist in your review.

Sincerely,

[Your Name]