

Payment Extension Application for Personal Loan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Loan Officer's Name]

[Bank/Lending Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Loan Officer's Name],

I am writing to formally request an extension on my upcoming payment due for my personal loan account number [Account Number]. Due to [briefly explain your situation, e.g., unexpected medical expenses, job loss], I am currently facing financial difficulties that make it challenging for me to meet the payment deadline.

I kindly request an extension of [number of days/weeks] beyond the original due date of [Original Due Date]. This extension will greatly assist me in managing my finances and ensuring timely payment without incurring additional penalties.

I appreciate your understanding and consideration of my request. Please let me know if you require any additional information or documentation to support my application.

Thank you for your time and assistance.

Sincerely,

[Your Name]