

# Payment Extension Inquiry

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a payment extension on my business loan (Loan Number: [Your Loan Number]) due on [Original Due Date].

Due to [brief explanation of circumstances causing the need for an extension], I am experiencing temporary financial difficulties and require additional time to fulfill my payment obligations.

I would greatly appreciate your consideration of this request. If possible, I would like to propose a new payment date of [Proposed New Due Date]. I am committed to ensuring that my account remains in good standing and will take all necessary steps to rectify the situation.

Thank you for your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Contact Information]