

Inquiry for Loan Terms Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of extending the terms of my existing loan (Loan Number: [Insert Loan Number]). Due to [brief explanation of your circumstances], I am seeking an extension to better manage my repayment schedule.

I would greatly appreciate it if you could provide me with information regarding the options available for extending the loan terms, including any associated fees or changes in interest rate.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]