

# Payment Extension Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 request an extension on my upcoming personal loan payment, which is due on [Insert Due Date].

Due to [briefly explain reason for request], I am currently facing financial difficulties and would greatly appreciate your consideration of my situation.

I would like to request an extension of [number of days or months] to allow me the time needed to stabilize my finances. I assure you that I am committed to fulfilling my repayment obligations and will ensure that the payment is made by the new proposed date of [Insert New Proposed Date].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Loan Account Number]