

Request for Extended Repayment Timeframe

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 repayment schedule for the loan I obtained on [Loan Date], with the account number [Account Number]. Due to [briefly explain reason such as unforeseen circumstances, medical expenses, job loss, etc.], I am unable to meet the current repayment terms.

I genuinely appreciate the support you have provided thus far, and I remain committed to fulfilling my obligations. I kindly request an extension of [propose a timeframe] to better manage my finances and ensure timely repayments moving forward.

I am hopeful that we can come to a mutually beneficial arrangement, and I am willing to discuss any alternative solutions you might have in mind as well.

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

Sincerely,

[Your Name]