

# Request for Payday Loan Installment Extension

Date: [Insert Date]

Recipient Name: [Loan Officer's Name]

Company Name: [Lending Company Name]

Address: [Lending Company Address]

City, State, Zip: [Lending Company City, State, Zip]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request an extension on my payday loan installment scheduled for [insert due date]. Due to [briefly explain reason, e.g., unexpected expenses, job loss], I am currently unable to meet the payment obligation on time.

I value my relationship with [Lending Company Name] and would appreciate your consideration of my situation. I am requesting an extension of [number of days/weeks] to allow me to gather the necessary funds to fulfill my obligation.

Please let me know if any documentation is needed or if there are specific procedures I need to follow to initiate this request. I am hopeful for your understanding and support during this time.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]