

Extension Notice for Short-Term Loan

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. This letter serves as a formal notice regarding the extension of your short-term loan (Loan ID: [Insert Loan ID]) that was originally due on [Original Due Date].

We understand the circumstances surrounding your situation and have agreed to extend the repayment date to [New Due Date]. Please ensure that the outstanding balance of [Outstanding Amount] is settled by this new date.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]