

# Extension Offer for Short-Term Financing

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that we are extending an offer for short-term financing to assist you in [specific purpose or project]. After reviewing your account and financial standing, we believe that this extension will provide you with the necessary funds to achieve your goals.

## Details of the Extension Offer:

- Loan Amount: \$[Amount]
- Interest Rate: [Rate]% per annum
- Loan Term: [Term] months
- Repayment Schedule: [Monthly/Quarterly] payments

Please review the attached agreement for further details. If you have any questions or would like to discuss this offer further, feel free to contact us at [Phone Number] or [Email Address].

We look forward to continuing our partnership and supporting your financial needs.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]