

Request to Extend Short-Term Loan Terms

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 of the terms for my current short-term loan (Loan Number: [Insert Loan Number]). Due to [brief explanation of reasons, e.g., unforeseen circumstances, financial hardship], I am unable to meet the repayment terms as originally agreed upon.

I would greatly appreciate your consideration in extending the loan terms by [specify the duration needed for the extension]. This would enable me to [explain how this extension will assist you in fulfilling your loan obligations].

Thank you for considering my request. I am committed to fulfilling my obligations and hope to hear from you soon regarding this matter.

Sincerely,

[Your Name]