

# Request for Short-Term Loan Continuation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Institution]

[Institution's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the continuation of my short-term loan that is currently set to mature on [Original Loan Maturity Date]. Due to unforeseen circumstances, I am unable to repay the loan in full at this time.

My loan details are as follows:

- Loan Number: [Loan Number]
- Original Loan Amount: [Original Amount]
- Current Outstanding Balance: [Balance]

I would greatly appreciate your understanding and support in extending the loan term by [Requested Extension Period]. This additional time will allow me to stabilize my financial situation and ensure that I can fulfill my repayment obligations.

Please let me know if you require any additional information or documentation to facilitate my request. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]