

Short-Term Loan Extension Proposal

Date: [Insert Date]

[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 for my short-term loan (Loan ID: [Insert Loan ID]) that I obtained on [Insert Loan Date]. Due to unforeseen circumstances, I am unable to meet the original repayment schedule.

Over the past few weeks, [briefly explain the reason for the requested extension, e.g., unexpected medical expenses, job loss, etc.]. This has impacted my financial ability to repay the loan as initially agreed.

I would greatly appreciate your understanding regarding my request for an extension of [insert duration, e.g., 30 days, 60 days], which I believe will allow me to stabilize my financial situation and fulfill my loan obligations.

Thank you for considering my request. I am willing to discuss this matter further or provide any necessary documentation to support my proposal. Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]