

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[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 on my current loan, account number [Your Account Number], which is set to mature on [Maturity Date]. Due to [brief explanation of the reason for the request], I am unable to meet the original timeline for repayment.

I am kindly requesting an extension of [number of months/years] to enable me to fulfill my obligations in a more manageable manner. I believe this extension will allow me to [mention how the extension will help improve your financial situation].

I appreciate your understanding and consideration of my request. I am hopeful that we can come to an agreement that benefits both parties.

Thank you for your time and attention. I look forward to your prompt response.

Sincerely,
[Your Name]