

Loan Extension Inquiry

[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 inquire about the possibility of extending the terms of my current loan, [Loan Number or Type], which is set to mature on [Maturity Date]. Due to [brief explanation of circumstances], I am seeking your assistance in extending the repayment period.

I value my relationship with [Lender's Company Name] and am committed to fulfilling my obligations. If you could provide information regarding the options available for extension, I would greatly appreciate it.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]