

Loan Extension Negotiation Letter

[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 loan repayment due to unforeseen circumstances that have impacted my financial situation.

My loan account number is [Loan Account Number]. Due to [brief explanation of circumstances, e.g., a job loss or medical expenses], I am unable to meet the original repayment schedule. I am committed to fulfilling my obligations and wish to discuss potential alternatives that would allow me to manage my payments better.

I would like to propose an extension of [specific terms you wish to negotiate, e.g., three months] on my loan repayment. I believe that this adjustment will provide me with the necessary time to stabilize my situation and continue making payments.

I appreciate your consideration of my request and look forward to discussing this matter further. Please let me know a convenient time for us to talk.

Thank you for your understanding.

Sincerely,
[Your Name]