

# Subject: Request for Emergency Loan Extension

Date: [Insert Date]

[Recipient's Name]

[Bank/Financial Institution's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on my emergency loan due to unforeseen circumstances that have impacted my financial situation. My loan account number is [Insert Loan Number].

Despite my best efforts to meet the repayment schedule, [briefly describe the reason, e.g., job loss, medical expenses, etc.]. As a result, I am unable to adhere to the current terms of the loan.

I kindly ask for an extension of [insert desired period, e.g., three months] to provide me with the opportunity to stabilize my finances and fulfill my repayment obligations. I am committed to repaying the loan in full and appreciate any understanding you can extend during this difficult time.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]