

# Loan Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company/Bank 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 [Loan Account Number] that was originally due on [Original Due Date]. Due to [brief explanation of circumstances requiring the extension], I am unable to meet the original terms of the loan.

Given my situation, I would greatly appreciate your consideration in extending the loan repayment period by [desired extension period]. I assure you of my commitment to make timely payments during the extended period.

Please let me know if you need any further information or if there are forms that I need to fill out for this request. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]