

# Loan Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Loan Officer's Name]

[Bank or Lender's Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request an extension on my installment loan, account number [Insert Account Number]. Due to [briefly explain your situation, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the current repayment schedule.

I kindly ask for an extension of [specify duration] to allow me some additional time to manage my finances. I assure you that I am committed to fulfilling my obligations and will adhere to the revised repayment schedule.

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

Sincerely,

[Your Name]