

# Request for Loan Extension

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, ZIP Code]

[Lender's Name]

[Lender's Position]

[Lender's Institution]

[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 of my small business loan for [Loan Amount] that was originally set to mature on [Original Maturity Date]. Due to [brief explanation of reasons, e.g., unexpected business challenges, economic conditions], I am seeking additional time to meet my repayment obligations.

Given the current circumstances, I believe an extension of [desired extension period] would greatly assist in stabilizing my business and ensuring that I can fulfill my financial commitments. I am committed to maintaining open communication and keeping you updated on my progress.

Thank you for considering my request. I appreciate your support and understanding. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Business Name]