

Request for Business Loan Term Extension

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Lender's Name]

[Lender's Title]

[Lender's Company Name]

[Lender's Company 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 the term of our existing business loan (Account Number: [Insert Account Number]). Due to [briefly explain reasons such as economic conditions, unexpected expenses, etc.], we are facing challenges in meeting the current repayment schedule.

We value our partnership with [Lender's Company Name] and appreciate your understanding during this period. We believe that an extension will provide the necessary time to stabilize our financial situation and fulfill our obligations. We kindly request an extension of [Insert desired extension period].

We are committed to continuing our payments and working closely with you throughout this process. Please let us know if there are any forms or additional documentation required to facilitate this request.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]