

Request for Loan Repayment Postponement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Institution]

[Institution's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a postponement of my loan repayment scheduled for [insert due date] for the loan account number [insert account number]. Due to [briefly explain your situation], I am currently facing financial difficulties that make it challenging for me to meet my payment obligations.

I kindly ask for your consideration to extend my repayment schedule by [insert desired time frame] to allow me the necessary time to stabilize my financial situation. I assure you that I am committed to fulfilling my loan obligations, and this postponement would significantly assist me during this challenging period.

Thank you for considering my request. I would greatly appreciate the opportunity to discuss this matter further. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]