

Request for Business Loan Payment Extension

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Lender's Name]
[Bank/Institution Name]
[Bank/Institution 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 repayment schedule of our existing business loan ([Loan Number]) with [Bank/Institution Name].

Due to unforeseen circumstances, including [briefly explain reasons, e.g., economic downturn, unexpected expenses], our business is currently facing financial difficulties. In light of these challenges, I kindly ask for your consideration in extending our loan payment due date by [specific duration, e.g., three months]. This extension would provide us with the necessary time to stabilize our operations and ensure we meet our financial obligations effectively.

We greatly value our partnership with [Bank/Institution Name], and we are committed to resolving our current situation. We believe this extension will facilitate a more manageable repayment process and ensure the continuity of our business.

Please let me know a convenient time for us to discuss this matter further or if you require any additional information to assist with this request. I look forward to your favorable response.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]
[Your Position]
[Your Company Name]