

Loan Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[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 on my loan payment due on [Insert Due Date]. Due to [briefly explain reason, e.g., unexpected financial hardship], I am unable to make the payment by the original due date.

I kindly ask for an extension until [Insert New Request Date] to allow me the time I need to secure the necessary funds. I assure you that I am committed to fulfilling my obligations and will make the payment as soon as I am able.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]