

Request for Loan Term Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Bank/Institution Name]

[Bank 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 loan term for the loan account number [Insert Loan Account Number]. Due to [briefly explain the reason for the request, e.g., financial difficulties, unexpected expenses], I am unable to meet the current repayment schedule.

After reviewing my financial situation, I believe that an extension would allow me to fulfill my obligations while ensuring that I remain current on my payments. I kindly ask for an additional [insert desired extension period], which will significantly aid in my ability to manage the repayment effectively.

Thank you for considering my request. I look forward to your understanding and hope to find a mutually beneficial solution. Please let me know if you require any further information or documentation from my side.

Sincerely,

[Your Name]