

Loan Term Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Institution]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request an extension on the terms of my loan, account number [Insert Account Number], originally due on [Insert Due Date]. Due to unforeseen circumstances, I find myself in a position where I am unable to meet the original repayment schedule.

Given my history of timely payments and commitment to fulfilling my obligations, I would like to propose a new repayment plan. I believe that extending the loan term by [Insert Desired Extension Period] would be beneficial for both parties, as it would allow me to manage my finances more effectively while ensuring continued payments to your institution.

I am open to discussing various options that might accommodate this request and would greatly appreciate any flexibility you could extend in this matter. I am committed to maintaining transparency during this process and am willing to provide any necessary documentation to support my situation.

Thank you for considering my request. I look forward to your response and hope we can reach a mutually agreeable solution.

Sincerely,

[Your Name]