

Loan Payment Extension Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Company]

[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 upcoming loan payment due on [Insert Due Date] for loan number [Insert Loan Number].

Due to [briefly explain your reason, e.g., unforeseen circumstances, financial hardships], I am unable to make the payment by the due date. I kindly ask if it would be possible to extend the payment deadline to [Insert New Proposed Date].

I am committed to fulfilling my loan obligations and truly appreciate any assistance you can provide in this matter. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]