

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 repayment for the loan account number [Your Loan Account Number]. Due to [brief explanation of circumstances, e.g., unexpected financial difficulties], I am unable to meet the upcoming repayment deadline.

I kindly ask for an extension of [specify duration, e.g., three months] to fulfill my repayment obligations. I assure you that I am committed to resolving this matter and will take all necessary steps to ensure timely payments moving forward.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if any further information is needed.

Sincerely,

[Your Name]