

Intercompany Loan Extension Request

Date: [Insert Date]

To: [Lender Company Name]

From: [Borrower Company Name]

Subject: Request for Extension of Intercompany Loan

Dear [Lender's Contact Name],

We hope this message finds you well. We are writing to formally request an extension of the intercompany loan originally provided on [Original Loan Date] for the amount of [Loan Amount]. The terms of the initial loan are due to mature on [Original Maturity Date].

Due to [brief explanation of circumstances leading to the request, e.g., "current market conditions" or "unexpected operational challenges"], we are requesting an extension of [desired extension period, e.g., "six months"]. We believe that this extension will provide us the necessary time to stabilize our position and ensure the repayment of the loan.

We value the business relationship between our companies and are committed to fulfilling our obligations. We appreciate your consideration of this request and are open to discussing any terms and conditions that may accompany the extension.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Borrower Company Name]

[Contact Information]