

Request for Extension of Loan Repayment Terms

[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 of the repayment terms for my loan, account number [Your Loan Account Number]. Due to [brief explanation of your circumstances, e.g., unforeseen financial difficulties, changes in employment, etc.], I am experiencing challenges in maintaining my current repayment schedule.

I would greatly appreciate your consideration of my request to extend the loan repayment terms. I believe this adjustment would allow me to continue meeting my obligations while ensuring I manage my finances more effectively.

Thank you for considering my request. I am hopeful for your understanding and am willing to discuss this matter further at your convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]