

# 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]  
[Institution 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: [Your Account Number]) taken out for educational expenses.

Due to [briefly explain your situation, e.g., unforeseen circumstances, financial hardships, etc.], I am finding it challenging to meet the current repayment schedule. I am committed to fulfilling my obligations, and I believe that an extension of the loan term will enable me to manage my finances more effectively.

I kindly ask for your consideration in extending my loan term by [specific duration you are requesting]. This adjustment will provide me with the necessary time to stabilize my financial situation and continue my education without interruption.

Thank you for considering my request. I sincerely appreciate your support and understanding. I am hopeful for a positive response and am willing to discuss this matter at your earliest convenience.

Warm regards,

[Your Name]  
[Your Signature (if sending a hard copy)]