

Request for Loan Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Loan Extension

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an extension on my loan, referenced under account number [Account Number]. Due to a temporary reduction in my income, I am currently facing financial challenges that have made it difficult for me to meet the original repayment schedule.

Despite my best efforts to manage my finances, my [briefly explain the reason for income reduction, e.g., job loss, reduced work hours, etc.] has impacted my ability to fulfill my loan obligations. I am actively seeking new employment and expect my financial situation to improve shortly.

In light of these circumstances, I kindly ask for a loan extension of [proposed extension period, e.g., three months] to allow me to stabilize my finances. I am committed to fulfilling my obligations and will ensure timely payments upon my return to stable income.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Sincerely,

[Your Name]