

Loan Advance Rollover Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company 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 a rollover of my loan advance initially scheduled for repayment on [insert original due date]. Due to [briefly explain reason for the request, e.g., financial difficulties, unexpected expenses], I am unable to make the payment as planned.

I kindly request a rollover of my loan advance to allow me additional time to arrange for the repayment. I assure you that my intention is to fulfill my financial obligations, and this extension will greatly assist me in doing so.

Please let me know if there are any forms that need to be completed or additional documentation required to process my request. I appreciate your understanding and assistance regarding this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]