

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Institution]

[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 on the maturity deadline for my loan account [Loan Account Number], originally due on [Original Due Date].

Due to [brief explanation of circumstances causing the need for extension, e.g., unforeseen financial difficulties, medical expenses, etc.], I am unable to meet the current deadline. I am committed to fulfilling my obligations and believe that an extension would allow me the necessary time to secure the funds required to meet the loan terms.

I respectfully request an extension of [proposed extension duration] to help ensure that I can fulfill my repayment responsibilities. I appreciate your understanding and consideration of my situation.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]