

Letter of Intent to Seek Loan Maturity Date Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Institution]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an extension on the maturity date of my loan, account number [insert account number], which is currently set to mature on [insert current maturity date]. Due to [briefly explain reason for extension request], I am seeking a [insert desired extension duration] extension to help facilitate my financial management.

I believe that with this extension, I will be able to successfully meet the obligations of the loan and maintain a positive relationship with your financial institution.

I appreciate your consideration of my request and am looking forward to discussing this matter further. Please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]