

# Letter of Demand for Loan Due Date Flexibility

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Flexible Due Date on Loan #[Loan Number]**

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request a modification to the due date of my loan #[Loan Number], currently due on [Current Due Date]. Due to [brief explanation of circumstances, e.g., unexpected financial hardship], I am finding it challenging to meet this deadline.

I kindly ask for an extension of the due date to [Proposed New Due Date]. This additional time will allow me to [reason for request, e.g., secure necessary funds, stabilize my financial situation].

I appreciate your understanding and consideration of my request. I am committed to meeting my obligations and maintaining a positive relationship with your institution.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]