

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a change to the due date of my loan repayment for loan account number [Account Number]. Due to [brief explanation of your situation], I am unable to meet the original due date of [Original Due Date].

I kindly ask if it would be possible to extend the due date to [Requested Due Date]. This change would greatly assist me in managing my financial obligations more effectively.

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

Sincerely,

[Your Name]