

Request for Flexible Loan Due Date Options

[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]

Dear [Lender's Name],

I hope this message finds you well. I am writing to discuss my current loan with your institution, account number [Account Number], and to explore the possibility of adjusting my loan due date options. Due to [brief explanation of the reason, e.g., changes in employment, unexpected expenses], I am seeking a more flexible repayment schedule.

Understanding that financial commitments can be challenging, I would greatly appreciate any options you might offer to help me manage my payments more effectively. Specifically, I am interested in [mention specific requests, e.g., changing due dates to align with payday, extending due dates, or temporary payment arrangements].

I value the relationship I have with [Lender's Company] and I am committed to fulfilling my obligations. I believe that with a few adjustments, I can continue to meet my loan responsibilities without further financial strain.

Thank you for considering my request. I look forward to your favorable response and hope we can work together to find a suitable solution. Please feel free to contact me at your earliest convenience at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]