

# Application for Extension of Short-Term Loan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an extension of my short-term loan (Loan ID: [Insert Loan ID]) that is currently due on [Insert Due Date]. Due to unforeseen circumstances, I am unable to meet the repayment deadline and am seeking an extension of [Insert Number of Weeks/Months] to settle the loan.

My financial situation has changed due to [briefly explain reason, e.g., job loss, medical expenses], and I believe that with a little more time, I will be able to fulfill my repayment obligations.

I appreciate your understanding and consideration of my request. Please let me know what additional information you require or if there are specific forms I should complete for this extension.

Thank you for your time and assistance.

Sincerely,

[Your Name]