

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Subject: Request for Loan Term Extension

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an extension on the terms of my loan with [Loan Account Number/Reference Number]. Due to [brief explanation of the reason for the request, e.g., unexpected financial difficulties, medical emergencies], I am requesting an extension of [mention the specific term you are seeking, e.g., an additional six months].

Throughout our agreement, I have made consistent efforts to meet my repayment obligations, and I appreciate your understanding and support. I believe that with this extension, I will be in a better position to fulfill my repayment duties and maintain a good standing with your institution.

I am open to discussing alternate terms and am committed to cooperating fully to reach a suitable arrangement. I would greatly appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]