

Request to Extend Loan Duration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an extension on the duration of my current loan, [Loan Number or Type], which was originally set to mature on [Original Maturity Date]. Due to [briefly explain the reason, e.g., unforeseen financial difficulties, job loss, etc.], I am unable to meet the original repayment timeline.

While I am committed to fulfilling my obligations, I kindly ask for an extension of [number of months/years] to better manage my finances and ensure timely payments moving forward. This adjustment will greatly assist me in maintaining my financial stability.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation to facilitate this process. I am looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]