Loan Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company]

[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 my loan, account number [insert account number], which is due on [insert due date]. Due to [brief explanation of circumstances], I am unable to meet the original deadline.

I am requesting an extension of [insert duration] to allow me the necessary time to fulfill the repayment obligations. I assure you that I am committed to repaying the loan and am exploring all possible options to do so.

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

Sincerely,

[Your Name]