

# Loan Payment Deadline Extension Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Lender's Name]  
[Lender's Title]  
[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 the deadline for my loan payment due on [original due date]. Due to [brief explanation of circumstances, e.g., unexpected financial hardship, medical expenses, etc.], I am currently unable to meet the scheduled payment.

I kindly request an extension of [number of days/weeks you are requesting] to allow me time to arrange for the payment. I assure you that I am committed to fulfilling my obligations and will make the payment by [proposed new payment date].

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if you need any further information to process my request.

Sincerely,  
[Your Name]