

# Notification of Need for Loan Payment Extension

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 upcoming loan payment due on [Original Due Date]. Due to [brief explanation of your circumstances, e.g., unexpected medical expenses, job loss], I am unable to make the payment by the scheduled date.

Given my current situation, I would greatly appreciate it if you could consider extending the payment deadline to [Proposed New Due Date]. I assure you that I am committed to fulfilling my loan obligations and will ensure that the payment is made as soon as I am able.

Thank you for considering my request. I look forward to your understanding and support during this difficult time. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]