

Request for Loan Payment Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally request an extension on my upcoming loan payment due on [Insert Due Date] for my loan account number [Insert Account Number]. Due to [briefly explain your reason, e.g., unexpected expenses, job loss, etc.], I am currently unable to meet the original payment schedule.

I would greatly appreciate any consideration you can provide regarding a possible extension of [number of weeks/months you need] to accommodate my current financial situation. I am committed to fulfilling my obligations and plan to resume regular payments thereafter.

Thank you for considering my request. I look forward to your positive response and am willing to discuss this matter further if needed.

Sincerely,

[Your Name]