

Request for Additional Time on Loan Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Institution]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request additional time to make my upcoming loan payments on the loan account number [Loan Account Number]. Due to unforeseen circumstances, I am facing temporary financial difficulties that have made it challenging to meet my payment obligations on time.

I kindly ask for an extension of [specify duration, e.g., 30 days] on my next payment due on [original due date]. This additional time will greatly assist me in managing my financial situation and ensure that I can continue making my payments reliably.

I appreciate your understanding and support during this difficult time. Please let me know if you require any additional documentation or information from my end to process this request.

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

Sincerely,

[Your Name]