

Loan Repayment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an extension on my loan repayment for Loan Number [Insert Loan Number]. Due to [brief explanation of your situation, e.g., unforeseen circumstances, financial difficulties, etc.], I am unable to meet the originally scheduled payment obligations.

I respectfully ask for an extension of [number of months you are requesting] months to allow me to stabilize my financial situation. I believe this additional time will enable me to make full payment on the loan in a timely manner.

Thank you for considering my request. I appreciate your understanding, and I am hopeful that we can reach an agreement that works for both parties. I look forward to your prompt response.

Sincerely,

[Your Name]