

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

The Branch Manager
Axis Bank

[Branch Address]
[City, State, Zip Code]

Subject: Request for Loan Extension

Dear [Branch Manager's Name],

I hope this message finds you well. I am writing to formally request an extension on my existing loan with Axis Bank, account number [Your Account Number].

Due to [briefly explain reason for the extension, e.g., unforeseen financial circumstances, job loss, medical emergencies], I am experiencing difficulties in meeting my current repayment schedule. I kindly request an extension of [specific duration] to allow me some time to stabilize my financial situation. I am committed to fulfilling my obligations and believe that this extension will enable me to continue making regular payments thereafter.

I would appreciate any assistance you can provide regarding this matter. Please let me know if you require any further information or documentation to process my request.

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

Sincerely,
[Your Name]