

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

[BDO Branch Name]
[BDO Branch Address]
[City, State, ZIP Code]

Subject: Loan Extension Application

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request an extension on my existing loan [Loan Account Number] with BDO. Due to [brief explanation of the reasons for the request], I am unable to meet the original repayment schedule.

I kindly request an extension of [number of months] to provide me with the necessary time to improve my financial situation. I am committed to fulfilling my obligations and believe that this extension will enable me to repay the loan successfully.

Thank you for considering my request. I believe this arrangement will benefit both parties, and I look forward to your positive response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Position/Title, if applicable]