

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Request for Loan Extension

Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to formally request an extension for my loan, [Loan Account Number], originally set to mature on [Original Maturity Date]. Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, financial difficulties, etc.], I am unable to meet the current repayment schedule.

I kindly ask for an extension of [desired extension period, e.g., three months, six months] to allow me the necessary time to stabilize my financial situation. I believe this extension will enable me to meet my obligations more effectively.

I understand the importance of timely payments and assure you that I remain committed to fulfilling my loan responsibilities. I would appreciate any assistance you can provide in this matter and am open to discussing any alternatives that may be available.

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]