

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

[Recipient's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension on Foreign Exchange Loan

I hope this message finds you well. I am writing to formally request an extension on my current foreign exchange loan (Loan Number: [XXXXXX]) due to [briefly explain reason, e.g., unforeseen financial difficulties, a delay in project completion, etc.].

The original loan agreement outlines a repayment period that is challenging for me to meet at this time. I am committed to fulfilling my obligations and have made timely payments to date.

I kindly request an extension of [specific duration] to allow me the necessary time to stabilize my financial situation and ensure continued compliance with my loan terms. I would be grateful if you could consider my request and let me know the necessary steps to proceed.

Thank you for your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]