

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

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

Dear [Loan Officer's Name],

Subject: Request for Personal Loan Extension

I hope this message finds you well. I am writing to formally request an extension on my personal loan (Loan Account Number: [Your Loan Number]) that I obtained on [Loan Start Date].

Due to [briefly explain your reason for requesting the extension, e.g., unforeseen circumstances, financial hardship, etc.], I am unable to meet the current repayment schedule. I believe that an extension would provide me the necessary time to stabilize my finances and fulfill my obligations.

I kindly ask for an extension of [specify the duration you are requesting, e.g., 3 months, 6 months] on my loan. I am committed to repaying the total amount owed, and I am hopeful for your understanding and support during this challenging time.

Please let me know if you need any additional documentation or information to process my request. I appreciate your consideration and look forward to your prompt reply.

Thank you for your attention to this matter.

Sincerely,

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