

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

[Loan Provider's Name]  
[Loan Provider's Address]  
[City, State, Zip Code]

Subject: Request for PPP Loan Extension

Dear [Loan Provider's Name],

I hope this message finds you well. I am writing to formally request an extension for my Paycheck Protection Program (PPP) loan, Account Number: [Your Account Number].

Due to [briefly explain the reason for the request, e.g., ongoing financial challenges or business conditions], I believe an extension would enable me to [explain how the extension will help, e.g., sustain my business and retain employees].

I kindly ask for your support in granting this extension until [desired extension date]. I am committed to fulfilling my obligations and ensuring compliance with all terms of the PPP loan agreement.

Thank you for considering my request. I appreciate your understanding and support. I look forward to your positive response.

Sincerely,

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