

[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]

Subject: Request for Extension on PPF Loan

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request an extension on my Public Provident Fund (PPF) loan due to [briefly state reason, e.g., financial difficulties, unexpected expenses, etc.].

My account details are as follows:

- Account Number: [Your Account Number]
- Loan Amount: [Original Loan Amount]
- Due Date: [Original Due Date]

I assure you that I remain committed to repaying the loan and am taking steps to improve my financial situation. I kindly request an extension of [number of months/period you are requesting] to repay the loan.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]