

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Loan Extension Agreement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my loan, originally taken on [original loan date], for the amount of [original loan amount].

Due to [brief reason for extension request], I am unable to meet the original repayment schedule. I kindly request an extension of [duration of extension] to allow me to manage my financial obligations adequately.

I propose that the new repayment schedule be as follows:

- New Due Date: [new due date]
- New Monthly Payment: [new payment amount]

I appreciate your understanding and consideration of my situation. I look forward to your favorable response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]