Subject: Request for loan repayment extension bearing Loan ID [Loan ID/Account Number]

Body:

Respected Sir/Madam,

I am [your name] and loyal customer of [bank] [Branch], holding a [type of loan] loan account.

This letter is for submitting a request regarding my loan account [Loan Account Number], The [tenure] and EMI is [amount]. I have availed the loan for [no. of months/years]. I want to extend my loan for [months]. The main reason for loan repayment extension is [reason].

Kindly, guide me the procedure and confirm how to avail the facility.

Please find my loan account details for your reference mentioned below:

Account Number: [Account Number]

Registered Mobile Number: [Mobile Number]

Thank you.

[Your Signature]